

CHURCH AT VIERA

Job Description Form



Job Title	Service Programming Director
Reports To	Executive Pastor
	Date Approved May 26, 2022

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Service Programming Director (SPD) is responsible for the oversight of the adult worship service at Church at Viera. The Service Programming Director will establish and fully lead the service programming team.

ONE SENTENCE JOB DESCRIPTION

To create an unforgettable worship service experience at Church at Viera.

JOB RESPONSIBILITIES

- Oversee service programming team including coaching, development, new hires, and necessary staffing transitions – ensuring weekend services and special events are executed with excellence, consistently pursuing unforgettable service experiences.
- Lead and develop staff and volunteer teams through the Leadership Pipeline that speak into the overall creative process and implementation of weekend services and special event planning (including Christmas Eve, Easter, Worship Nights, and Beach Bash)
- Lead weekly meetings that provide creative ideation, planning, and execution of adult weekend worship services including service elements, service flow, announcements, storytelling, sermon support, look and feel of environment, technical, and musical needs.
- Produce weekend adult worship services
- Oversee master plan improvements and purchases for the adult worship environments.
- Oversee all service programming department budgets.

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EDUCATION		
Must have a bachelor's degree in religious studies or a related discipline from an accredited university.		
EXPERIENCE		
<ul style="list-style-type: none"> • Must have a minimum of five years of experience in a church of 500 or more members. • Must have experience working within multi-staff church structure both paid and volunteer. • Must have a working knowledge of AVL systems including audio (A), video (V), and lighting (L) 		
SKILLS		
<ul style="list-style-type: none"> • Must be a Christian and fully support the philosophy of CAV and its leadership team. • Must have demonstrated that life is lived by the principles as outlined in God's Word. • Must have excellent communication skills. • Must have demonstrated team building, collaboration, and inclusion skills with the ability to relate to CAV culture and community. • Must have demonstrated time management, organization, and multi-tasking skills. • Must have demonstrated abilities in motivation of others. 		