



JOB TITLE: Worship & Arts Associate Director **DATE:** February 2026
REPORTS TO: Worship & Arts Director **STATUS:** Full-time (40 hours, exempt)

UNIQUE RESPONSIBILITIES

- **Perform support duties to facilitate Worship & Arts ministry:**
The Worship & Arts Associate Director will be responsible for preparing volunteers and staff who contribute to the Sunday worship services. This includes building slides in “ProPresenter” software, printing out and distributing musician song sheets, prepping for midweek Open Practice, overseeing tech setup, managing updates using the Planning Center platform, and sending out weekly informational emails and schedules to Worship & Arts volunteers.

Beyond Sunday, the Associate Director will be responsible for spearheading collaboration with Storyhill Communications, managing internal and external team communication, setting up volunteer pathways and overseeing volunteer follow-up through the Realm church database; and managing software subscriptions, licenses, and reports.
- **Manage Special Events:**
The Worship & Arts Associate Director will be responsible for:
 - Providing administrative support for quarterly worship nights, team gatherings, trainings, retreats, and other special events hosted by the Worship & Arts ministry area. This can include management of budget and significant decision making.
 - Managing music coverage for all weddings and funerals that are held at the church building.

SHARED RESPONSIBILITIES WITH THE W&A DIRECTOR

- **Planning and leading worship services:**
The role should be prepared to own varying levels of responsibility alongside the Worship & Arts Director for planning and leading worship services. This includes selection and arrangement of appropriate service elements (e.g., songs, Bible passages, liturgies, prayer, etc); identification of support needs; gathering and enabling of participants for their respective roles, including volunteers who lead other volunteers; and the provision of direct spiritual, musical, and operational service leadership.

[SHARED RESPONSIBILITIES, continued]

- **Recruit, mentor, and shepherd members of the Worship & Arts teams:**
This role shares responsibility with the Worship & Arts Director for growth and development of all Worship & Arts teams (e.g., Musicians, ProPresenter, AV/Tech, Artists/Makers, and service “Handlers”). This includes rallying people at all levels of engagement to take steps forward in worship and service, whether connecting new members with serving opportunities, supporting volunteer leaders overseeing key areas, or offering spiritual guidance and encouragement. It also includes particular attention to and investment in Worship & Arts’ Summer Ministry Interns and Davidson Fellows—both are assigned to short-term employment positions at Storyhill Church.

COMPETENCIES

- **Life-as-Worship:** This person’s work should flow naturally from a personal, foundational decision to live a life of worship. Leading people to worship within the church begins with leading people toward worship the rest of the week.
- **Attention-to-Detail:** The ability to collaborate, take initiative, and follow through—ensuring that recurring tasks, events, and/or projects come to a successful completion.
- **Blends executing strengths with relational intelligence:** Able to make decisions and get things done but enjoys interacting with people and helping them feel valued.
- **Leadership and people-development skills:** Has experience recruiting volunteers, and developing volunteer leaders who are equipped to lead others.
- **Spiritual leader/Spiritually inclusive:** Able to help people at varying faith levels (cautious, curious, or committed) approach God’s throne of grace in worship.
- **Competency using Planning Center Online & ProPresenter (or comparable software)**
- **High adaptability to change/positive disposition**

QUALIFICATIONS

- Alignment with the Mission and Vision of Storyhill
- Evidence of growing faith in Jesus Christ
- Record of working well on a team
- Previous management-level work experience with decision making authority
- Humble spirit that sees themselves as a fellow participant in the life of the congregation
- Teachability
- A love for the Davidson, NC community
- Added Benefit: Previous exposure to Storyhill

Interested applicants should email a pdf of their résumé and cover letter to Mandie Jester:
mandie@storyhill.org