

Position Description

Worship/Technology Leader

Organization: Grace Place Baptist Church

9300 S. Anderson Road

Oklahoma City, Ok 73165

Position Title: Worship/Technology Pastor

Date: 4/2026

I. Vision

We prayerfully seek a worship and technology leader for Grace Place Baptist Church who will guide our multi-generational congregation to worship our great God in a way that brings Him glory. We desire a leader who will faithfully disciple our people through Christ-centered worship that points to the gospel.

Grace Place desires a worship and technology leader who will intentionally pursue a blended style of worship—incorporating both contemporary music and hymns—to unite all generations in meaningful corporate and personal worship. This leader should strive for excellence and lead with genuine passion, thoughtfully utilizing the best available technology.

Care should be given to ensure that every aspect of the worship environment—including the worship center, platform, lighting, sound, and video production—is well-prepared and conducive to worship. Above all, these elements must serve to support and enhance the worship experience, never distract from it, so that in all things the focus remains on glorifying the Lord.

The Worship/Technology role plays a key part in engaging both our congregation and those beyond our church through digital and visual platforms, including our website, graphic design, announcement slides, livestream, and social media. All content should be created and presented with excellence and careful attention to detail.

II. Duties and Responsibilities

- Lead all of the Worship Ministry
- Establish and implement plans and procedures to support weekly worship services, including rehearsing with and leading the Worship (Vocalists and Instrumentalists) and Tech Teams (Sound, Pro Presenter, and Video).
- Set rehearsal times that ensure full participation while avoiding conflicts with other ministries.
- Meet with the lead Pastor (or Pastor Preaching) to review sermon notes, establish the weekly vision, and plan worship that aligns with the sermon.
- Use Planning Center to schedule worship and tech team members for weekly roles and share music in a timely manner.
 - Send music, materials, and any special instructions to the team ahead of services, including a full Sunday service plan by Tuesday evening.
 - Keep an up-to-date service calendar for the entire team.
- Recruit, train, and develop worship team members and groups.
- Conduct auditions to ensure prospective worship team members can perform with excellence.
- Clearly communicate the church's vision to the worship team and find creative ways to strengthen unity across the church through worship.
- Communicate clearly and encourage all involved in the ministry, spiritually equipping them for the task of leading others to worship.
- Maintain good working relationships with the team.
- Develop a rotation for the worship team and refrain from overusing members.
- Keep the platform clean and visually consistent, with a tone that respects and supports sermons, holidays, and the overall worship.
- Keep the music storage room clean and in order.
- Use Planning Center to chart all music to prevent repetition.

- Support the Student Pastor in building and developing a Student Worship Team, either by mentoring and assigning a leader or leading the team when needed.
- Recruit and support a volunteer to lead a children's choir during special seasons throughout the year, in collaboration with the Children's Pastor.

III. Technology

- Oversee and continually improve all worship technology, including sound, video, lighting, and instruments.
- Recruit, train, and develop teams to manage sound, video, ProPresenter/Screens, lighting, and provide technical support for the worship team.
- Follow established procedures in the purchase of technology, equipment, music, licenses, hearing devices, etc.
- Responsible for maintenance, storage, cataloging, and use of all materials related to Technology.
- Maintain and communicate the church's vision through technology, including the website, social media, graphics, and videos.
- Collaborate with staff to create or delegate the production of graphics for sermon series, social media, and church announcements.
- Manage the Church directory in Canva by updating, editing, or delegating tasks as needed.
- Maintain and enhance Wi-Fi infrastructure and ensure internet safety.
- Operate or delegate sound, ProPresenter, and video for funerals, weddings, and other events as needed.
- Review all music and on-screen content in advance to ensure it aligns with the church's values and is appropriate for services.
- Assist staff with technology tools and issues as needed.
- Communicate with staff to identify technology requirements for Church events.

IV. Other Factors

- Character
The Worship/Technology Pastor shall, by God's grace, attempt to live a life of purity and holiness (1 Thess. 2:12; 2 Tim. 2:22, 1 Peter 2:12).

Lifestyle practices that violate Biblical purity and holiness will not be acceptable and will be cause for removal. Some examples of those practices are:

- Immorality (i.e., homosexuality – Lev. 18:22; Romans 1:24-28; 1 Tim. 1:8-11; 2 Peter 2:6-10; Jude 7; adultery – Prov. 6:32; Matt. 19:18; etc.)
 - Addictions (i.e., pornography, gambling, alcohol, drugs, etc.
 - 2 Peter 2:18-19; Romans 6:16; Matt 6:21, 24).
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- Faithfulness
The Worship/Technology Pastor and his family (if applicable) shall be expected to maintain basic Christian disciplines like church attendance, giving, walking with the Lord, etc.
 - Supervisory controls
 - The Worship/Technology Pastor will function under the immediate supervision of the Associate Pastor.
 - He shall maintain a good working relationship with all pastors and support staff. He should be a willing participant in the “team approach” to ministry (working together for the common good). Any issues that cannot be reconciled shall be reported to the Leadership Team.
 - The Associate Pastor shall provide administrative direction on broadly defined responsibilities. The Worship/Technology Pastor shall determine the appropriate plans, procedures, and methods necessary to accomplish the duties described in Part II. Work will be reviewed in terms of overall efficiency and effectiveness.
 - Work Related Issues
Occasionally, travel will be required for trips, conferences, seminars, etc. Business mileage will be kept by the worship/technology leader and reported to the Financial Assistant on a monthly basis.