Worship and Technology Director

Position Overview

Position: Worship and Technology Director
Reports to: Lead Pastor
Employment Status: Full Time
Location: Montvale Evangelical Free Church, Montvale, New Jersey

At Montvale Church, we believe worship is far more than music on a Sunday morning—it is a lifestyle dedicated to honoring God in all that we do. We are seeking a Worship and Tech Director who is, above all else, passionately devoted to Christ and committed to glorifying Him in every sphere of life—both inside and outside the church walls. Above any specific technical skill or musical talent, our highest priority for this role is an undeniable, personal passion for Christ that overflows into authentic leadership, personal integrity, and a heartfelt devotion to leading our congregation into God's presence.

The Worship and Technology Director provides spiritual, musical, creative, and technical leadership for the worship ministry of Montvale Church. This person will help cultivate Christ-centered, biblically grounded, and congregational worship while ensuring that audio, video, lighting, presentation, livestream, and related systems support ministry with clarity and excellence. The Director will lead collaboratively, develop volunteers, and partner with pastors and ministry leaders to create worship gatherings that serve the church and advance its mission.

Key Responsibilities

Worship Leadership

- Plan and lead weekly worship services in partnership with the Lead Pastor and other ministry leaders.
- Select songs and other worship elements that are biblically faithful, theologically sound, pastorally appropriate, and accessible to the congregation.
- Prepare service plans, arrangements, charts, tracks, and presentation materials in a timely manner.
- Lead rehearsals that are organized, spiritually formative, and respectful of volunteers' time.
- Serve regularly as a worship leader and develop additional leaders, vocalists, and instrumentalists.
- Support special services and seasonal gatherings, including holidays, baptisms, communion services, funerals, weddings, and other church events as assigned.
- Encourage active congregational participation rather than performance-centered worship.

Technology and Production

- Oversee audio, video, lighting, presentation, recording, and livestream systems used for worship services and ministry events.
- Recruit, train, schedule, and support volunteers for sound, slides, cameras, livestream, lighting, and other production roles.
- Establish practical standards, checklists, and workflows that promote reliable and consistent service execution.
- Troubleshoot technical issues and coordinate maintenance, repairs, upgrades,

licensing, and equipment purchases.
- Maintain organized digital files, system documentation, passwords, and appropriate backup practices in coordination with church leadership.
- Advise staff and ministry leaders on technology needs and help ensure that tools are used securely, responsibly, and within budget.
- Coordinate with outside vendors or contractors when specialized expertise is required.

Team and Ministry Development

- Build a healthy team culture marked by prayer, humility, preparation, encouragement, accountability, and mutual respect.
- Identify and develop volunteers according to their gifts, experience, and readiness.
- Provide clear communication, schedules, expectations, and feedback to worship and production teams.
- Promote collaboration across generations and musical backgrounds while supporting the church's ministry direction.
- Participate in staff meetings, ministry planning, and church-wide events as requested.
- Manage assigned worship and technology budgets with care, transparency, and good stewardship.

Qualifications

Spiritual Character

- A growing relationship with Jesus Christ and a life consistent with biblical character.
- Agreement with and willingness to support the doctrine, mission, values, and leadership of Montvale Evangelical Free Church.
- A servant-hearted approach to ministry, with emotional maturity, integrity, humility, and teachability.
- A commitment to prayer, personal worship, congregational life, and healthy relationships.

Skills and Experience

- Demonstrated ability to lead congregational worship with musical competence and pastoral sensitivity.
- Proficiency on a primary instrument and the ability to direct vocalists and instrumentalists.
- Working knowledge of live sound, digital mixing, microphones, presentation software (experience with ProPresenter and Planning Center is a plus), video systems, livestream platforms, stage lighting, and related production workflows.
- Strong organizational, communication, planning, and problem-solving skills.
- Ability to recruit, train, schedule, and care for volunteers with varied experience levels.
- Ability to receive feedback, collaborate with church leadership, and remain calm under pressure.
- Previous worship-ministry and production experience is strongly preferred; relevant education or training is beneficial.
- Ability to work within approved budgets and manage multiple priorities and deadlines.

Schedule and Expectations

- Regular availability for Sunday services, rehearsals, staff coordination, and scheduled ministry events.
- Flexibility to serve during holidays, special services, and occasional evening or weekend events.
- Consistent preparation, punctuality, and timely communication with staff and volunteers.

- Compliance with church policies, safety practices, copyright and licensing requirements, and any applicable screening procedures.

Measures of Effectiveness

- Worship gatherings are biblically faithful, well prepared, coordinated, and welcoming to congregational participation.
- Worship and production volunteers are trained, supported, scheduled reliably, and growing in ownership.
- Technology systems function consistently and are maintained with appropriate documentation and stewardship.
- Communication with pastors, staff, and volunteers is clear, timely, and collaborative.
- The ministry reflects the mission, values, and direction of Montvale Evangelical Free Church.

Compensation and Benefits

- **Salary:** Competitive and commensurate with experience, qualifications and scope of responsibilities.
- **Benefits:** Benefits include paid time off, paid holidays, health-related benefits or an allowance, retirement contributions, and ministry-related professional development, subject to church policy and the final offer.
- **Additional support:** Approved ministry expenses, training, conferences, and necessary technology or music resources may be provided within the church's budget and reimbursement policies.

How to Apply

Please submit a résumé, a brief statement describing your faith and ministry philosophy, and links to representative worship-leading or production work (if available) to Worshipsearch@montvalechurch.org. References may be requested during the interview process.