

Director of Worship & Sunday Experience

Westheights Community Church - Kitchener ON

Westheights Community Church is a vibrant, progressive community church located in the west side of the City of Kitchener. The church was planted in the late 1970's when a group of people with a desire to reach out to a rapidly growing area of the city began meeting. Since then, the Westheights story has been one of growth and innovation as the congregation strives to be a contemporary Anabaptist expression of the Kingdom of God in Kitchener-Waterloo.

Position Summary

The **Director of Worship & Sunday Experience** works in close partnership with the Lead Pastor to design and execute worship services that are both spiritually vibrant and operationally seamless. You serve as the staff liaison and shepherd for our Sunday teams - including musicians, tech, and hospitality volunteers - ensuring every Sunday morning reflects our mission and vision.

Whether leading worship from the stage or supporting our tech team, your goal is to cultivate an environment where our community can encounter God.

Role Type: Part-Time (20 hours/week)

Schedule: To be determined. Includes availability for Team Meeting (Tuesday 12-1:30pm) and Worship Rehearsal (Wednesday 6-9pm)

Sunday Requirement: 7:30am-12:30pm

Key Responsibilities

1. Service Design & Worship Leadership

- **Collaborative Planning:** Work closely with the Lead Pastor to create a complete and cohesive Sunday morning experience.
- **Worship Leading:** Regularly lead worship as the schedule requires, modeling a spirit of authentic engagement.

- **Service Architecture:** Serve as the key contact for planning corporate worship, preparing weekly orders of service, and communicating directly with all service participants.
- **Special Services:** Oversee the planning and execution of milestone services, including Christmas Eve, Good Friday, Easter, baptisms and anniversaries.
- **Creative Liaison:** Collaborate with key volunteers to ensure the physical environment aligns with the liturgical season or sermon series.

2. Team Development & Volunteer Care

- **Spiritual Leadership:** Provide mentorship and leadership to volunteer worship leaders and facilitate regular team meetings for worship and tech teams.
- **Empowering Sunday Teams:** Act as the staff liaison for Sunday service volunteers, including ushers, greeters, and the coffee team.
- **Recruitment & Training:** Actively recruit and train new volunteers for worship and projection teams.
- **Rehearsal Management:** Facilitate rehearsals and recording sessions to ensure musical preparedness and team confidence.
- **Scheduling:** Oversee all volunteer scheduling and planning via Planning Center, ensuring worship, projection, and sound teams (in coordination with the head sound tech) are fully staffed, ensuring a healthy and sustainable volunteer schedule.

3. Production, Tech & Media Oversight

- **Technical Coordination:** Be willing to learn the basics of livestreaming and production systems, while supporting and empowering those who serve as primary technical leaders; assist with volunteer recruitment and training as needed.
- **Equipment Stewardship:** Steward the worship ministry's equipment and budget with care, coordinating the repair or replacement of sound and projection gear in collaboration with key team members.
- **Technical Support:** Provide ongoing support to the head sound tech and media team, helping troubleshoot issues and ensuring systems run smoothly without needing to be the primary expert.

Qualifications & Core Competencies

- **Pastoral Heart:** A desire to shepherd volunteers, moving beyond "task management" to relational care.
- **Musical Proficiency:** Strong vocal and instrumental ability with the capacity to lead a congregation.
- **Technical Aptitude:** Familiarity with sound equipment, projection software, and livestreaming platforms.

- **Administrative Clarity:** Familiarity with/or willing to learn Planning Center, Google Workspace, Pro Presenter and the ability to manage complex schedules and project timelines.
- **Collaborative Spirit:** A high-level of emotional intelligence when working with pastoral staff and diverse volunteer teams.

Basic Requirements:

- Personal relationship with Jesus Christ evidenced by the fruits of the Spirit
 - Personal integrity above reproach, a life-long learner, self-motivated, goal-oriented, team player, flexible
 - Affirmed leadership abilities
 - Be in agreement with the Be In Christ Church of Canada [Core Values](#) and [Articles of Faith and Doctrine](#)
 - Willing and able to become a member of Westheights Community Church
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Adaptive Support

We operate as a collaborative team; as such, the Lead Pastor may assign other duties as needed to support the evolving mission and health of the church. We are committed to maintaining a sustainable workload and will regularly review these tasks to ensure the role remains balanced, focused, and life-giving.

Compensation

- Salary Range - TBD
 - 3 Weeks Paid Vacation
 - Health Benefits
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How to Apply:

Westheights Community Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only applicants who are legally permitted to reside and work in Canada will be considered.

Please email a resume, along with a short personal testimony of faith and three personal references to Josh Mutter (Lead Pastor) at joshmutter@westheights.org. A brief video introduction of yourself and your interest in the position would be appreciated, but is not

required.

While we appreciate all submissions, only those selected for further consideration will be contacted.