

# Job Description

I. **TITLE:** South Room Venue (SRV) Director

II. **SCOPE:** Coordinate all aspects of the SRV in accordance with the overall mission and vision of Oak Hills Church.

III. **JOB DUTIES/RESPONSIBILITIES:**

## Sunday Assembly Execution

- A. Staff representative for the SRV
- B. Responsible for planning, coordinating, and implementing all aspects of South Room (SR) worship assemblies.
- C. Develop multiple praise teams for SR worship assemblies
- D. Oversee the video acquisition process from OHC

## Worship Ministry Development

- A. Develop and Mentor current and future worship leaders
- B. Plan and coordinate all special Worship Ministry events (Christmas Eve, Vespers, Special concerts, etc.)

## Pastoral Responsibilities

- A. Collaborate with Elders to provide pastoral care to the SR flock
- B. Provide counseling or referrals to other OHC pastoral care resources
- C. Assist the OHC Worship Minister in conducting and/or providing music for weddings and funerals upon formal request of Leadership Team.

## Team Participation

- A. Attend minister, staff and other meetings called by the OHC Senior Leadership Team
- B. Recruit, equip, and coordinate SR volunteer efforts
- C. Manage, lead, and implement goals of the SR Leadership Team.
- D. Evaluate the SR Ministry quarterly and annually.
- E. Prepare the annual budget.
- F. Assist in the development of future OHC Satellite Teams.

IV. **REPORTING RELATIONSHIPS:**

- A. I report to the Sr. Executive Minister - Ministries
- B. I work closely with:
  - South Room Leadership Team
  - OHC Worship Minister
  - Technology and Communications Minister
  - Volunteer Worship Leaders