



GATEWAY ALLIANCE CHURCH  
13931 140 ST NW EDMONTON T6V 1J7  
ALBERTA, CANADA  
W. GATEWAY.AC  
E. INFO@GATEWAY.AC

# GATEWAY ALLIANCE CHURCH

## Job Description: Worship & Tech Director

---

- Title:** Worship & Tech Director
- Reports to:** Lead Pastor
- Function:** To coordinate and prepare music teams, as well as music for our Sunday Services & Various other weekly events at Gateway, recruit & build, and prepare tech teams to serve the lighting, sound, and live-stream for our Sunday Services & various other weekly/occasional events.
- Goal:** To use music & technology as tools creatively to draw people into the presence of God, to ensure all technical aspects of a service or event run smoothly, and to empower and enable others to do the same.

## Duties

### 1. Leadership

- 1.1 Direct and mentor the worship and creative arts ministry, both in worship and in music, while ensuring they are also actively using music as a tool to draw themselves closer to God. Direct and mentor the tech team, equipping them to develop the required skills and take ownership of the ministry.
- 1.2 Provide training, orientation, encouragement, and team-building opportunities for volunteers, both spiritually and technically, for growth
- 1.3 Establish yearly goals and long-term plans for growth in accordance with the goals and long-range plans of Gateway Alliance Church.
- 1.4 Communicate the vision, goals, and opportunities in worship and tech to the ministry team, the staff, and the Board, alerting the lead team of any needs as they arise.
- 1.5 Ensure the culture and vision of Gateway Alliance Church are being communicated regularly to key members and the Gateway communities.
- 1.6 As a leader, when time and hours permit, take the initiative with things that require attention.



## 2. Administration

- 2.1 Recruit and develop an enthusiastic team of worship & tech volunteers.
- 2.2 Schedule songs for Sunday services via Planning Center as needed, with a minimum of 2 weeks' notice to worship volunteers.
- 2.3 Schedule volunteers for Sunday services via Planning Center as needed, with a preferred minimum of 4 weeks' notice to worship volunteers.
- 2.4 Prepare and manage the annual budget for the music and technical department.
- 2.5 Ensure song details, charts, and worship set details are available on Planning Center in the chosen keys and that MultiTracks and setlists are available and up to date in ChartBuilder for upcoming services.
- 2.6 Create separate plans for Easter and Christmas.
- 2.7 Be consistently engaged in new production equipment and maintain an awareness of improvements and upgrades to grow the ministry.
- 2.8 Maintain and operate livestream cameras and equipment.

## 4. Creativity and Music

- 4.1 Be consistently engaged in the landscape of worship music and maintain an awareness of the music that is popular in Christian circles.
- 4.2 Ensure that the music style & genre fit into the overall vision of Gateway Alliance Church.
- 4.3 Update the light cues and programs as requested/needed by the Lead Pastor, and keep the stage design fresh and seasonally appropriate.

## 5. Training and Resources

- 5.1 An approved annual budget for resources for personal and professional development.
- 5.2 Educational leave and involvement in other church ministries as per discussion with and agreement of the Lead Pastor.

## 6. Compatibility

- 6.1 The ideal candidate will demonstrate:
  - A. a desire to facilitate congregational encounters with God, experience His transformative power, and partner with His purposes for their lives
  - B. Spirit-led leadership in worship, ministry, and decision-making
  - C. a people-centered approach focused on welcoming and loving others



- D. an empowering posture that equips team members to grow in their God given giftings
- E. honoring behavior that models respect, humility, and trustworthiness in every interaction
- F. selflessness and dependability, consistently showing up for The team and owning responsibilities with integrity
- G. flexibility and a solution-focused mindset, staying adaptable and creative in a dynamic ministry environment
- H. a collaborative spirit that is willing to give and receive feedback to strengthen the team
- I. innovation and excellence, embracing continuous growth, fresh ideas, and high-quality ministry execution

## 7. Qualifications, Skills, and Gifts

- 7.1 A commitment to personal and spiritual growth.
- 7.2 A commitment to lead others in spiritual growth.
- 7.3 An advocate for excellence in modern worship music and production standards.
  - A. skilled in leading and playing in a band setting, and able to lead musically.
  - B. committed to musical excellence/facilitating growth in the skills of team members.
- 7.4 A commitment to the values and vision of Gateway.
- 7.5 A commitment to lead others in the culture at Gateway.
- 7.6 Organized and strong in administrative tasks.
- 7.7 Able to lead, enable, empower, and support others in the team.
- 7.8 A self-starter who can motivate oneself.
- 7.9 Able to communicate and relate well to all members of the Gateway staff and teams.
- 7.10 Theological education, ideally in the area of worship, or 5+ years of experience leading worship
- 7.11 Be accredited with the Christian and Missionary Alliance or be willing to seek accreditation
- 7.12 Familiarity with Planning Center, ProPresenter & MultiTracks is a plus
- 7.13 Above all else, able to maintain a strong personal faith and dedication to growing in Christ.

Applicants can email [info@gateway.ac](mailto:info@gateway.ac) with a cover letter and resume.  
Only those selected for an interview will be contacted.