HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Houston First Worship Academy Director **Department:** Worship

Recruited By: Executive Pastor **Reports To:** Guest Experience Team Director

Location: Loop **Status:** Full Time Exempt

Proposed Employment Category: IIIB

Summary of Position: The HFW Academy Director is responsible for the management of the Worship Academy and exercises leadership and independent judgment over its operations, personnel, finances, and promotion. The primary duty of this position is the management of the Academy as a whole. The Director directs the work of the Academy's instructors and staff, selects and places instructors, determines student recruitment and scheduling strategy, oversees the Academy's budget and finances, and leads the planning of end of semester recitals. The Director sets and carries out Academy priorities in partnership with the Executive Pastor and serves as a member of the Houston's First Worship staff.

Purpose: To create an environment in which students can grow in their skills and musical abilities so that they are equipped to serve the local church. The Director fulfills this purpose by building and leading a qualified instructional team, shaping the Academy's programs and policies, and stewarding the resources entrusted to the Academy.

Duties and Responsibilities:

Leadership and Management

- Provide leadership to HFW Academy based on a shared vision with the Executive Pastor, and develop Academy goals, programs, and policies that carry out that vision.
- Manage all operations of HFW Academy, making independent decisions about how the Academy is organized, staffed, scheduled, and promoted.
- Ensure that Academy operations follow church policies, including safeguarding standards.
- Participate as a member of the Houston's First Worship staff.

Personnel Leadership and Supervision

- Direct the work of HFW Academy faculty and staff by assigning work, setting expectations, and providing leadership, guidance, and training.
- Hire new instructors as needed, including identifying staffing needs, recruiting, interviewing, selecting candidates, and determining instructor placement.
- Evaluate the performance of instructors and staff, address performance concerns, and make decisions or recommendations regarding discipline, retention, termination, compensation, and advancement.
- Determine instructor assignments and schedules, and adjust staffing to meet student demand.

Financial Management

- Develop, manage, and monitor the HFW Academy budget, and oversee all other Academy related finances.
- Oversee payroll and student invoicing for the Academy, reviewing and approving each for accuracy through the church's established processes.
- Authorize expenditures and make purchasing decisions within the approved budget, and recommend budget adjustments as needs change.

Program Operations

- Oversee Academy scheduling, including lesson times, instructor availability, and the placement of students with instructors.
- Plan, prepare, and lead student recitals at the end of each semester.
- Oversee and coordinate pick up and drop off services for students in the FBA After-School Program, including assigning and directing the staff or volunteers who provide this service and resolving safety and logistical concerns.

Marketing, Recruitment, and Family Communication

- Develop and carry out marketing and promotion strategies for HFW Academy, including student recruitment.
- Oversee all communication with Academy families, and serve as the point of resolution for customer service matters, including concerns and complaints.
- Represent HFW Academy to the congregation and the community.

- This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒Language skills ☒Math skills ☒Reasoning ability

PC skills: ☒Mac ☒MS Office ☒MS Outlook ☐MS Excel

☒Administration ☒Service to others ☒Teacher/Leader

☒Good Communication skills ☒Team builder ☒Self-disciplined

☒Servant leader ☒Decision maker ☒Strong work ethic

☒Empathy for ministry partners ☒Attention to detail

Education and/or Experience: Select all that apply

☒College graduate preferred ☒Administrative Experience ☒Personnel Management

☒Church Staff experience preferred ☐Other: Click here to enter text.

Organizational Relationships: Reports to Guest Experience Team Director

Working Conditions: Select all that apply

☒40 hour work week ☒Additional hours as needed ☒Occasional off campus activities

☒Continuing Education ☒Specialized training ☒Occasional travel

Prepared By: Jeff Bumgardner **Title:** Executive Pastor

Date Prepared or Revised: October 19, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

_____ _____

Employee Signature **Date**

_____

Print Name