



Job Description for the role of Head of Worship and Production

Job profile	
Job title	Head of Worship and Production
Team/Department	Worship and Production
Reports to	Team Rector of Harbour Church Portsmouth
Principle Location	Harbour Church Portsmouth
Travel required	Minimal, within local area, occasional trips to London
Work pattern / hours	Full-Time Sunday – Thursday (35 hours per week) Part time is also optional for the right candidate
DBS check required (Yes/No)	Yes
Special conditions of employment	None
Date written/updated	October 2025
Start Date	January 2026

Role context

Our vision at Harbour Church Portsmouth is to play our part in seeing **Jesus known, the Church alive and the city transformed**. We are One Church across three locations, and we are in an exciting season of growth and development across each location.

Each member of staff plays a key role in contributing to this vision. As a Christian organisation our faith in Jesus is an integral part of our working culture.

Role purpose and objectives

The purpose of the role is to grow and pastor the church's Worship and Production Team across our three church locations in Portsmouth. The Head of Worship and Production will work closely with Clergy, staff team and teams and take responsibility for planning and leading worship at events and services. The post-holder will build new and existing relationships with team members and will oversee all training, development and pastoring. The role will drive creativity and progress in all areas of worship and production, to develop and pastor worship leaders and team in pursuit of excellent spirit-led environments of worship, and build a healthy, spirit-filled, Jesus centred culture of worship.

Key responsibilities

- Work closely and collaboratively with Clergy, Staff team and team members to provide worship across our three locations, services and events.
- Recruit, lead and pastor the Worship and Production team across all three church locations, St George's, St Albans and All Saints.
- Train others to lead and invest in future worship leaders
- Take responsibility for delivering worship on Sundays and during events for other ministries
eg. Alpha, weekends away etc.
- Develop a culture of song-writing and musical creativity
- Manage the worship and production budget
- Manage worship and production MDYers
- Manage all elements of the worship and production rotas
- Ensure the teams are fully resourced for Sundays with the right equipment, tracks and training



- Build relationships with partner organisations
- Seek to identify new resources and songs for the church
- Build relationships with third parties including production companies and other churches in the HTB network
- Provide worship for weekly school assemblies

Essential skills, knowledge and experience required for the job

- Excellent worship leading abilities
- Pastor, equip and empower others to develop in gifts/skills of worship
- A competent and experienced spirit-led worshipper
- An innovative, creative and professional approach to helping build Harbour Church
- Comfortable with encouraging and challenging team to set culture and raise up new leaders
- Ability to work in advance, planning and setting rotas and schedules
- Excellent people management and interpersonal skills
- Committed Christian, with a healthy faith through prayer, community and scriptures.
- Sense of humour and fun
- Proficient MS Word, Excel and Powerpoint skills
- Ability to prioritise and co-ordinate work loads
- Flexible attitude
- Reliable and proactive team player
- Budget management
- Excellent organisation and communication skills
- A desire to learn and develop personal skills and leadership
- A desire to serve the wider vision of Harbour Church Portsmouth

Work expectations

- Working hours are 35 hours per week.
- The role holder must be available to work at a selection of key events at Harbour Church which could include Christmas services, Easter services and Annual Parochial Church meetings when required and ad hoc Sundays.
- Available to work at Focus (the church holiday in the summer, one-week duration)
- Attend morning staff meetings
- It is expected that staff members will be active members of Harbour Church including Sunday services

Employment terms

- Annual salary of £26,000.
- Enrolment in the church's NEST scheme.
- 25 days annual leave (plus bank holidays).