



## **Position Description**

**Title:** Director of Worship Music

**Purpose:** To oversee the entire music ministry. To lead the congregation in worship through music. To direct, rehearse, and coordinate the various musicians for worship and special services

**Accountability:** The Director of Worship Music is accountable to the Pastor/Head of Staff, and the Session.

**Relationships:** The Director of Worship Music works directly with the Pastor, staff, musicians, Session, and audio-visual team.

### **Responsibilities:**

- A. Provide leadership for services, including directing and coordinating all musical elements in the service
- B. Provide a broad spectrum of Christian music to enhance congregational participation and edification during the morning worship services in partnership with the Pastor
- C. Recruit, train, rehearse, and direct the Sounds of Worship (Contemporary Music Leaders)
- D. Provide music resources (sheet music, charts, lyrics, etc.) to musicians and office staff
- E. Coordinate and supervise the work of the Church Organist when applicable
- F. Assist with and organize more informal and creative worship services throughout the year as directed by the Pastor and Session
- G. Provide musical leadership for up to five special services including, but not limited to Ash Wednesday, Holy Week, and Christmas Eve
- H. Coordinate with the Pastor in planning for worship
- I. Attend weekly staff meetings and monthly meetings of the Music and Worship Ministry Team
- J. Manage the budget for music in partnership with Worship and Music Elder
- K. Submit Annual Report article to staff
- L. Arrange for worship music during periods of absence
- M. Maintain licenses reporting, compliance, and church instruments (tuning and maintenance)
- N. Create and provide slide/media presentations for music in worship services

### **Commitments, Skills, Characteristics:**

- A. A personal commitment to Jesus Christ
- B. Trained musician with emphasis on leadership skills. Knowledgeable in contemporary and traditional worship music

- C. Comfort in leading blended contemporary and traditional worship styles
- D. Good communication and interpersonal skills
- E. Strong organizational, planning and recruitment skills
- F. Ability to use Biblical principles in ministry
- G. Bachelor's Degree in Music or a related field
- H. Coordinate with the office to ensure consistency between slide/media presentations and worship service music

**Negotiable Activities:**

- A. Recruit, train, rehearse, and direct the Chancel Choir (traditional)
- B. Direct the Handbell choir
- C. Submit monthly church newsletter articles
- D. Provide musical leadership for up to two special performances including, but not limited to an annual special music presentation or cantata
- E. First right of refusal to participate in Memorials and Weddings
- F. Familiarity with Planning Center or similar scheduling programs