

DIRECTOR OF MUSIC JOB DESCRIPTION

I. Plan, Prepare and Execute Sunday Morning Corporate Worship in coordination with and under supervision of Sr. Pastor

- A. Prepare both musically and spiritually
- B. Choose and prepare: preludes, postludes and
- C. Create song transitions and flow
- D. Schedule musicians and practice with them/prepare them
- E. Attend staff and other related church meetings
- F. Work with video presenter and sound technicians for weekly service needs
- G. Work with sound technician

II. Oversee Worship Teams

- A. Plan and lead music team rehearsals (full rehearsals and small ensemble rehearsals)
- B. Recruit musicians for music teams (spiritual and musical considerations of great importance)
- C. Train, develop, and evaluate musicians in areas of musical excellence and spiritual readiness
- D. Schedule musicians to play
- E. Distribute music
- F. Create and distribute practice CDs
- G. Arrange band charts, and write music, both vocal and instrumental, as needed on weekly worship music sets
- H. Communicate weekly with musicians via email, phone, and written correspondence, the musical specifics of service music. (The tempos, keys, intros, what instruments used, transitions, etc.)
- I. Maintain healthy, growing, Biblical relationships among musicians
- J. Provide fellowship and prayer times, develop friendships for music team health and growth

III. Oversee Worship Development

- A. Plan Long Term worship with Sr. Pastor
- B. Listen to, look for, gather new music
- C. Coordinate and plan music for special occasion church events and church conferences
- D. Provide guidance and support to children's music ministry
- E. Establish new musical ministries as appropriate

IV. Maintenance Duties

- A. Organize, file and catalog all music used from week to week
- B. Catalog new music
- C. Maintain master files of current chorus list music for vocalists, band and color instruments
- D. Prepare and manage Music and Worship Aids budgets
- E. Order music and music supplies
- F. Buy and repair instruments
- G. Make Chorus Booklet revisions, reprint as needed
- H. Prepare CCLI copyright reports and maintain CCLI standards on all service music

V. Other

- A. Oversee the provision of music for special events, weddings, funerals, prayer meetings etc
- B. Maintain an exemplary Christian walk before the church and community.
- C. Personally supporting the vision/ministry of the church

**Director of Music will report directly to the Sr. Pastor

** Salary range is 50-80K plus health insurance depending on skill and experience

** Qualifications include a mature walk of Christian faith, commitment to reformed faith, capacity to work with present church leadership, sufficient technical music capacities to perform well and lead others, a worshipping heart and the capacity to lead others to worship.