

Crete Church Director of Music

Position Summary: The Director of Music of Crete church will have a passion and vision for leading the music ministry in a church with a diverse music style using spiritual songs, psalms and hymns. The Director of Music is responsible for coordinating various aspects of church services under the authority of the Session and the Lead Pastor. The focus of this position is primarily to draw the congregation into the presence of God, giving God the glory and supporting the message. Measures of success include meaningful worship services, developing leaders and equipping people to use their gifts and talents.

Responsibilities: Provide leadership and oversight of the church's music ministry including:

- **Musical Leadership and Oversight of Crete Church Services & Events:**
Leading/overseeing music and the flow of weekly and other Church services (i.e. weddings, funerals). Tasks include but are not limited to:
 - Leading congregational singing.
 - Overseeing technical aspects of the church service.
 - Overseeing the artistic and other creative elements of the church service.
 - Recruiting, managing and directing a team of musicians and supporting sound and lighting engineers for church services, events, and related rehearsals.

- **Development of the church's music ministry including:**
 - Identifying and recruiting vocal and instrumental talent from within the congregation and leading them under the accountability, vision, and convictions of the Music Ministry. For new team members, testimonies shall go through the Lead Pastor for final approval to be on the team.
 - Creating appropriate musical outlets and opportunities for people of various musical levels to use their talents in worship and outreach. For example, choir, smaller musical ensembles, solos, brass, other as appropriate.
 - Coordinating with youth leadership to identify youth interested in the music ministry and have vocal and instrumental talent who want to be considered for inclusion in the church's music ministry.
 - Upkeep of the Music Library under the Lead Pastors supervision and stylistic vision of the Worship Planning Team.
 - Choosing songs in keeping with reformed theology. New songs are generally limited to one every 6 weeks and shall go through the Lead Pastor for a final check before being used in services and entered into the music library.
 - Researching techniques and advancements in styles and technologies of modern day worship in light of Crete Church's style and abilities.
 - Individual and group technical coaching of musicians, and technically mentoring selected musicians and aspiring leaders within the Music Ministry in light of their potential and interest.
 - Leading the interviews/auditions for prospective vocal and instrumental members.

Crete Church Director of Music

- **Weekly Administration and Organization of Praise Team:** Organize and lead praise teams and ensembles needed for church services. This includes:
 - Taking responsibility for weekly rehearsals and ensuring participation is strong.
 - Scheduling vocalists and instrumentalists including traditional and contemporary instruments (examples include guitar, piano, organ, percussion, brass and woodwind).
 - Developing customized music sets for Crete Church in light of the applicable message and team strengths.
 - Evaluating and scheduling outside talent when required while maintaining expenses within budget.
 - Delegating responsibilities, as needed, to qualified individuals in light of appropriate talents and leadership skills within the team.

- **Oversight of Creative and Technical Elements including:**
 - Sound: Identify critical key sound elements and evaluate sound requirements for services and events in consultation with the sound technician. Recruit and train sound technicians to create a functional sound management approach that facilitates worship.
 - Video: Research and/or create video clips, graphics, etc. for services and other church activities. Identify members of the congregation with interest/skills in this area and enlist their participation.
 - Drama: Collaborate with SPAM ministry to incorporate appropriate drama into the service.
 - Creative Elements: Develop and manage other creative elements that are useful in supporting the message and engaging people in worship.
 - Worship Environment: Manage the worship environment including placement of singers, instruments and stage layout.

Requirements

- **Spiritual:**
 - Have a personal relationship with Jesus Christ, striving to live a surrendered and Spirit-led life.
 - Have a commitment to a growing understanding of scripture and its use in one's daily life.
 - Willing to be a member of Crete Church, under the authority of church leadership and committed to its doctrinal beliefs as delineated in the Westminster Confession and Catechisms.

- **Experience:** Sufficient experience in leading music within a church setting and demonstrating the ability to put together worship events that flow well.
- **Technology:** Have an aptitude towards sound and video technology in relation to the needs of Crete Church, and/or have the ability to oversee the delegation and completion of required tasks to meet Crete Church standards.
- **Musical instrumentation:** Ability to play a lead musical instrument.

Crete Church Director of Music

Meetings and Accountability

- Worship Planning Meetings
 - The Director of Music is responsible for organizing the Worship Planning Team.
 - The Worship Planning Team shall consist of the Director of Music, the Lead Pastor or his designee, and at least one other member.
 - The Director of Music is responsible for scheduling, organizing and facilitating worship planning meetings. Meetings should be weekly or as necessary to ensure high quality services meant to glorify God.
 - Meetings shall be used to develop the flow & vision for upcoming services.
 - Meetings should include a debrief of prior services to discuss areas for growth and improvement. Areas of strength should also be discussed so these strengths can be leveraged in the future.
 - Special Sundays / Holidays – The team should meet as necessary to discuss the vision for these services, and schedule follow-up meetings to adjust the plan as needs change.
- Confer with sound and light team leaders and ensure their ability to support the ministry. Keep team members accountable to Crete Church standards.
- Establish schedules for sound and light team members.
- Coordinate people to work with graphics and Power Point materials.
- Give a ministry report, as requested and required, to Session and be willing to meet with them when requested or required.
- Participate in professional growth opportunities including reading books, articles and media on worship, leadership, music, drama/arts and attend professional seminars related to this position.
- Collaborate with the Children's Ministry Director, Youth Director, GEMS and SPAM groups to develop a cross functional relationship.
- Budgeting
 - Work with the deacons to maintain and update the Worship portion of the church's budget.
 - Maintain Worship Team assets (hardware, software, instruments, sound and light equipment...) within the restrictions of the worship budget.
 - Maintain any training needs for the Worship team within the restrictions of the worship budget.
 - If deemed necessary, hire outside musical talent within the restrictions of the worship budget.

**Crete Church
Director of Music**

Contact Information:

Crete Church, Presbyterian Church in America
Chicago Metro Presbytery
cretechurch.com
24755 South Country Lane
Crete, IL. 60417
708.672.5400

Contact Name: Susan Van Kley, Search Committee Chair
Contact number: 917.374.7520
Contact email: susanvankley@aol.com

Additional Contact: Darren Prince
708.906.7582
yt@witech01.com