

**Chapin Presbyterian Church (PCA)**  
**Position Description: Director of Music Ministries**

*Overview:* Responsible for leading the music ministries for worship services and other church events, developing, arranging, and creating music for congregation, choirs and instrumentalists; leading the music for worship services, mentoring and developing worship leaders, coordinating with the student ministry to provide training and mentoring for student worship leaders, and to provide administration for the music ministry.

1. Develop, arrange, and create music for congregation, choirs, and instrumentalists for all worship services.
  - a. Arrange for special music during services, either by adult, youth or children's choirs, soloists, or by guest singers or musicians.
  - b. Plan and facilitate concerts and special services as appropriate opportunities or requests arise.
2. Lead the worship music for services.
  - a. Meet weekly with Sr. Pastor or preaching pastor of the week to plan services, including private research and music selection or adaptation.
  - b. Participate in weekly staff meetings
  - c. Spend time in personal music preparation to lead the music for the worship services.
  - d. Lead the church in music and song on Sunday mornings, including all set-up and tear-down of mics, stands, etc.
3. Mentor and disciple participants in the music ministry, developing future worship leaders and servants.
  - a. Establish, coordinate and lead the choir, worship team, and other ensembles.
  - b. Schedule and direct practices for the choir and the worship team.
  - c. Recruit choir members, musicians, instrumentalists and soloists from the congregation.
  - d. Develop children's participation in worship in collaboration with the Children's Ministry Director.
4. Collaborate with the Student Ministry Director in developing the student ministry worship team.
  - a. Work with Student Ministry Director in training student ministry worship team for participation in corporate worship as well as supporting the youth ministry worship.
  - b. Lead student musicians as needed
5. Provide leadership, coordination and administration for the music ministry.
  - a. Meet monthly with the worship committee for planning and review.
  - b. Oversee music ministry budget and expenditures.
  - c. Order music and other music ministries materials as needed.
  - d. Coordinate the A/V team training and equipment needs.
  - e. Coordinate the PowerPoint presentations.
  - f. Coordinate instrument and equipment maintenance.
  - g. Oversee and approve stage organization for worship services, concerts, and other events.

Depending on the candidate's qualifications and availability and the Lord's Good Providence, this may be classified either a Part-Time or Full-Time position, at the discretion of the Session of Chapin Presbyterian Church.

**Requirements:**

The candidate must be musically-capable (piano and/or guitar) to lead traditional or contemporary songs. The candidate must be passionate about worship (Loving the Lord with all our heart, soul, strength, mind) and demonstrate a gifting to INVITE others into the worship they themselves love.

Must have demonstrated ability in leading a Christian Church music program.

Music background by education or experience and teaching ability sufficient to coach and guide all the members of the music ministry.

Must be musically capable (guitar and/or keyboard) to lead traditional or contemporary music.

Must be committed to Reformed Theology

Must demonstrate a gifting to effectively lead & engage others in worship

Strong leadership, organizational, and communications skills required to effectively collaborate with staff, choir members, and other ministries as youth, childrens etc.

Candidate must be diplomatic, self disciplined, and enthusiastic

For more information, please contact Chapin Presbyterian Church at 803-345-0500.