MUSIC/WORSHIP DIRECTOR JOB DESCRIPTION

I. PURPOSE OF THE POSITION: To lead the congregation in worshiping in spirit and truth through the offering of musical praise.

II. QUALIFICATIONS

A. A growing and mature disciple of Jesus Christ.
B. Ability to recruit and motivate volunteers for the music ministry.
C. Ability to select and administer music which enhances our worship.
D. Ability to choose and administer music which is Biblically sound in theology, expresses musical integrity, and is fitting for our particular worship services.

III. PRIMARY RESPONSIBILITIES

A. To promote, organize and direct the Music Program of the church.
B. To direct personally the Adult Choirs and ensembles, both vocal and instrumental.
C. To initiate program planning in all areas of the Music Ministry in cooperation with the Senior Pastor, other members of the church ministry staff as appropriate, and other professional and voluntary members of the music staff.
D. To initiate all action necessary to properly maintain the music equipment and instruments of the church. This includes robes, rehearsal sound equipment, folders, etc.
E. To work with the Senior Pastor and the Worship Committee to plan, recruit and supervise an appropriate organization to carry out agreed upon objectives in the music program.
F. To work with the Pastor(s) to plan the order of and music for all worship services, both regular and special.
G. To recruit the vocal and instrumental talent to carry out agreed upon objectives. High priority must be given to utilizing available talent from within the church.
H. To provide appropriate music at all regularly scheduled worship services and other official church activities and any additional needs as defined by the Senior Pastor.
I. To coordinate the children's choirs using as much adult leadership from the congregation as possible.

J. To supervise the operation and maintenance of the Sanctuary sound system.

K. To provide music for all funerals conducted at our church or as requested by members of the church.

L. To supervise the usage of the organs and other church instruments by anyone other than designated staff in conformity with policies adopted by the church Session.

M. To provide music for weddings of church members as requested, but at a professional fee negotiated directly with the family of the bride.

N. To take the initiative to find ways in which the music program can be a part of all outreach ministries of the church.

IV. SECONDARY RESPONSIBILITIES

A. To sing solos and solo parts of choral music if qualified.

B. To offer individual voice instruction to church members if qualified.

C. To offer instrumental instruction to church members if qualified.

D. To refrain from offering vocal or instrumental training for additional fees.

E. To work within the established organizational framework of the church staff in a spirit of mutual respect and cooperation.

F. To maintain work records for wage payment purposes for any part-time music staff members.

G. To assist in the preparation of the annual music department budget.

H. To see that department expenditures are kept within approved budget levels unless specific approval to exceed budgets is obtained from the Session through the Worship Committee.

I. To plan appropriate workshops for the music organizations in the church.
J. To plan appropriate attendance at seminars, workshops, etc., for members of the music staff.

K. To handle the purchase of music and incidental supplies, and to supervise the maintenance of the music library.

L. The Director of Music Ministry will serve as an ex officio non-voting member of the Worship Committee.

V. MISCELLANEOUS

A. The Director of Music Ministries reports directly to the Senior Pastor. The Worship Committee of the Session has general oversight of the Music Program and personnel.

VI. MUSIC PROGRAM - GOALS AND CONTENT

A. To glorify God.

B. To aid in worship by setting the tone and atmosphere for services, by providing a "curtain" between the everyday and the day we set aside for worship, and by enabling the congregation to praise God.

C. To promote music as a gift from God which has the power to uplift hearts and change lives.

D. To develop a program for evangelism and outreach through music.

E. To provide instruction for the purpose of developing and improving the skills of participants.