

**First Church (PCA)**  
**Lansing, IL 60438**  
**450 Members**  
**Director of Music Ministries**  
**Job Description**

**General:**

The task of the Director of Music Ministries of First Church (PCA) is to fully exercise his/her giftedness in music to the glory of God in worship. In so doing, he/she is to give wholehearted service in the advancement of the worship and music ministries at First Church (PCA). This position is part-time and under the supervision of the Senior Pastor.

**Qualifications:**

1. Have a mature and growing personal relationship with Jesus Christ
2. Become a member of First Church (PCA) and attend services regularly
3. Demonstrate a servant's heart and a positive attitude
4. Exhibit piano, keyboard and/or organ musical ability
5. Have experience and/or education in musical/choir directing
6. Be a self-starter and conscientious worker
7. Able to work well under supervisory direction and positively accept feedback
8. Possess basic computer skills including familiarity with Microsoft Office software
9. Exercise sensitivity and be flexible with the changing needs of the congregation
10. Have strong organizational and motivational skills
11. Appreciate different forms of music, cherish traditional hymns, but also welcome new songs that are God-glorifying

**Responsibilities:**

1. Work under direct supervision of the Pastor and Session to support Biblical themes in our worship services through coordinating and planning creative ways to enhance the music in our services
2. Direct the choir, possible children's choir, ensemble and related groups
3. Coordinate maintenance of the organ, piano and keyboard as needed
4. Relate positively with staff and volunteer musicians, encouraging, helping, and guiding them in the maximization of their giftedness
5. Schedule and organize lead musicians, vocals, guitar, bass, and other instruments for all worship services, as needed, communicating each week with volunteers involved for upcoming services.

6. Coordinate and schedule volunteers in the use of required sound equipment, communicating sound needs each week to the scheduled sound board operator and ensuring sound checks occur before each service
7. Work with secretaries to review slide programs and lyric sheets to ensure accuracy for worship services
8. Encourage, mentor and seek new talent within our congregation and provide opportunities to serve musically
9. Be available to attend weekly staff meetings
10. Arrange for special music from within or outside our congregation for worship services or special events
11. Coordinate community worship events, joint programs and concerts, including possible engagement of professional musical artists, if determined appropriate by the Session.
12. Keep track of all music databases, records and files.
13. Order new music when needed, screening any new songs before the Pastor and Session before purchasing

### **Accountability:**

The person filling this position must be a mature Christian, who is passionate in their commitment to both Jesus Christ and to His Church. They must be well organized, have the desire to see the ministry of First Church function most effectively and efficiently, and truly take delight in freeing other members of the Body to serve in the areas of their giftedness by using the attitude and gifts of a servant.

The Director of Music Ministries must be a strong “team player”, serving as part of the church’s ministry staff and working to achieve its goals. This person needs to share the Pastor’s vision of the congregation, and be comfortable with the Pastor’s role as visionary leader of the ministry staff and support staff.

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For additional information. Please email: [dbissett70@outlook.com](mailto:dbissett70@outlook.com)