

Director of Music and Office Manager Faith Presbyterian Church (PCA)

Description: Faith Presbyterian Church is a gospel-centered congregation seeking to participate in Christ's ministry to Gainesville. We are looking for a full-time director of worship music to lead, equip, and coordinate our music team. The director of music will work alongside the senior pastor to develop a vision for worship and music in the life of our church. The role includes 25 hours of weekday office administration (Monday-Thursday 10AM to 4PM).

Our entire worship service is patterned after the gospel message we proclaim, moving the congregation from praise to acknowledging our sin to finding renewal in grace and ending with our dedication to Christ our king. Our music is a blend of ancient and modern styles and songs, engaging the congregation in worship.

Vision: To lead, equip, and coordinate the Music Team at Faith Presbyterian Church in accordance with the values and principles determined by the Session of Faith.

Required Skills

- A Christian with a commitment to the mission of Christ
- Experience in leading a team of vocalists and musicians
- Proficiency in both singing and playing guitar and/or piano, with ability to lead a congregation while playing.
- Effective communication skills (verbal and written).
- Enjoys welcoming and relating to members and visitors to the church office during the week
- Experience with social media and website management
- Ability to organize and maintain supplies, digital files, and important documents
- Can be trusted with discretion and confidentiality in sensitive matters that occur in the life of a church

Responsibilities

Music Director:

- Direct worship music team including recruitment, development, mentoring, and coordination.
- Prepare weekly musical order of worship in collaboration with the Pastor.
- Participate in staff meetings to review/revise worship service
- Conduct rehearsals with music team as needed
- Introduce new musical repertoire, exploring themes, theology, and aesthetics that fit our context
- Provide recommendations to the pastoral staff toward further development of Faith's vision and practices for music and other engagement in the arts.
- Recruit, direct and coordinate music team for Special Services (expected participation at Christmas and Good Friday).
- Create PowerPoint for worship
- Recruit and train a team to oversee audio/visual equipment and duties (soundboard, Ppt, microphones, speakers, etc.)
- Be responsible to coordinate own substitutes

Office Manager:

- Serves as a representative of the staff to church members and those outside of the church
- Regular checking mail; mailing out checks; keeping track of all bills; organizing and logging monthly receipts
- Assumes all executive responsibility and oversight for purchasing and maintenance of office systems and supplies (including the phone, internet, and copier)
- Organizes and maintains important church documents
- Disseminates information to the congregation and staff (Example: prayer requests, first time visitor information, mail, messages)
- Coordinating and composing weekly announcements
- Formatting and printing a weekly bulletin

Hours and Pay:

- Up to 25 hours of weekday office administration (Monday-Thursday 10AM to 4PM).
- Approximately 7-8 hours/week additionally to prepare, coordinate, and lead Sunday worship, with exceptions for additional hours in preparation for special services as needed.
- Annual salary up to \$51,000 (Dental and Vision included)

How to Apply

Send the following to kevin@faithgainesville.org

- A resumé or description of your musical experience
- A link to worship services you have led or participated in (if possible)
- A list of at least three references