



**FORT WORTH PRESBYTERIAN CHURCH  
POSITION DESCRIPTION**

**POSITION TO BE FILLED:** Director of Music Ministries  
**POSITION CLASSIFICATION:** Support Staff; Director  
**POSITION REPORTS TO:** Senior Pastor  
**POSITION HOURS/WK:** 40 hours/wk

**INTRO:**

Fort Worth Presbyterian Church (FWPC) believes music is a gift from God to be enjoyed and stewarded unto his glory and the good of his people. Music fosters community in the areas of formation, unity, edification, and most of all, the praise of our Triune God. Music is an essential component of our life together as the body of Christ. We desire a person not only experienced in leading music, but who loves music and longs for it to be used by God to form us more into the image of Jesus.

**A BROAD SUMMARY OF THE POSITION:**

Provides excellent music for a blended (ancient and contemporary) worship service on the Lord's Day is the main objective of this position. This is typically delivered by FWPC's music team, and includes various instruments and multiple voices. With this, the Director of Music Ministries will also shape and direct our adult and children's choirs; occasionally teach on worship and music; and plan seasonal services.

**A DETAILED DESCRIPTION OF THE POSITION:**

- **Primary Responsibilities of the Position:**
  - Partner with the Senior Pastor in planning the Lord's Day liturgy, selecting music for corporate worship that 'fits' the flow of the liturgy, the sermon, and the particular season of the Christian calendar.
  - Manage and oversee a diverse Music Team that regularly leads the songs for worship; this includes scheduling musicians, ensuring the appropriate instrumentalists and vocalists for weekly worship and leading weekly rehearsals and recruiting new musicians from the congregation
  - Oversee the A/V Team; this includes scheduling who will run the sound booth and working with the person who manages our Facetime livestream.
  - Prepare and plan seasonal services (Advent, Christmas, Lent, Holy Week, and Easter Sunday)
  - Serve as the primary conductor of our adult and children's choirs
  - Develop and execute an annual 'Concert Series'; this includes recruiting and scheduling highly-sought after musicians and artists
  
- **Secondary Responsibilities for the Position:**
  - Teach an annual Sunday School on the importance of worship and music for the life of the church
  - Lead all music for our annual VBS program
  - Develop a relationship with TCU and other area universities for the purpose of utilizing talented young musicians to play in our seasonal services
  - Meet weekly with the Senior Pastor
  - Attend weekly staff meetings
  - Attend monthly session meetings as requested
  - Meet regularly with the Music Team
  - Develop and manage the music ministry budget

**QUALIFICATIONS FOR THE POSITION:**

- Must be a committed follower of Jesus
- Must have a minimum of 3 years experience leading music in a church context
- Must hold to Reformed convictions and Presbyterian polity
- Must have an upstanding Christian character and personal stability
- Skill in leading congregational music – vocal and instrumental, preferably piano

**WHEN APPLYING FOR THE POSITION:**

- Complete the Application for this position
- Send at least one sample of your writing or teaching on music and worship
- Send at least three bulletins from your previous church
- Provide your resume
- Provide at least four references (2 professional and 2 personal)