



Job Description	
Position: Music Director FLSA Status: Hourly, Non-Exempt Employee Hours per Week: 20 (approximate)	Issue Date: 1/1/2026 Rev. #: Rev. Date:
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Columbia Presbyterian Church exists to make disciples and multiply churches. We do this by equipping our body to grow up in God into lives of worship, community, and mission.

General Position Summary

The Music Director is a part-time staff member responsible for crafting, coordinating, and leading music as a part of Sunday morning worship, as well as for special services and events. This role ensures that the musical aspects of worship support and enhance the mission and ministry of Columbia Presbyterian Church.

Reporting Relationship

The Music Director reports directly to the Pastor of Teaching.

Key Position Responsibilities

- Attend weekly in-person meetings to consult with the worship leadership team on weekly liturgical theme(s) to aid in song selection.
- Plan, rehearse, and lead music for Sunday morning worship, fostering a spirit of excellence and participation by a diverse congregation. Songs for weekly worship should be edifying, theologically rich, and accessible for a singing congregation.
- Recruit, schedule, and coordinate volunteer musicians for Sunday morning worship services using Planning Center.
- Arrange for a substitute leader to cover Sunday morning worship in the event of absence.
- Create, maintain, and curate a diverse repertoire of congregational music using Planning Center.
- Plan, rehearse, and lead music for special services and events as directed by church leadership.
- Schedule and coordinate musicians for special services or events as directed by church leadership.
- Collaborate with the Audio & Visual Director to ensure all A/V needs are met, including preparation of song slides, technical support for worship services, and any equipment needs.
- Oversee the care and storage of sound equipment.
- Manage the annual worship team budget.



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- Communicate clearly and consistently with volunteers, staff, and church leadership regarding music ministry needs and updates.
- Support other ministry initiatives and perform additional duties as assigned by the Pastor of Discipleship or church leadership.

Key Qualities

- **Character:** Demonstrates a vibrant Christian faith, integrity, humility, and a life marked by spiritual growth and transparency. Reflects the character qualifications of Titus 1 and 1 Timothy 3. Lives a Christ-like life worth imitating.
- **Competence:** Possesses strong musical skills and experience leading worship teams. Competent in leading worship by themselves. Possesses distinct musical skills and abilities, demonstrates a high level of musical literacy, and functions effectively in contexts that require playing music by ear as well as reading notation. Is a capable vocalist and instrumentalists and has a basic knowledge of common instruments in a worship band. Possesses a working knowledge of sound and AV equipment. Exhibits excellent written and verbal communication abilities, as well as administrative acumen for consistent and clear communication with volunteers and church leadership. Has experience identifying, training, and mentoring potential musicians.
- **Chemistry:** Thrives in a team-oriented, relational ministry environment that values hospitality, accountability, and spiritual growth. Shares the church's vision to make disciples and multiply churches. Is self-motivated, collaborative, and eager to share leadership responsibilities.
- **Relationship to the Church:** Must be a member of (or eligible and intending to join) Columbia Presbyterian Church, in full agreement with the church's membership requirements. They must affirm the "Leadership Requirements" section of the CPC Theological Standards Document.

Work Environment

This role combines administrative responsibilities with in-person leadership. The Music Director will generally set their own schedule outside of scheduled church events.



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Ministry Development and Support

We are committed to supporting our staff through ongoing training, mentorship, and opportunities for growth. The Music Director will have access to available resources and support for continued development in ministry leadership.