

## JOB DESCRIPTION



### **DIRECTOR OF MUSIC AND WORSHIP**

#### **Employment Status:**

Full-time, exempt. Approximately 40 hours/week.

Reports to Senior Pastor

#### **How does this position “make disciples who make a difference”?**

This position shapes the worshipping life of the congregation, which is the foundational act of faithfulness to God and the central experience of spiritual formation. This position also creates a culture of discipleship and fosters a sense of community in a large graded choral program from children to adults.

#### **Primary Responsibilities**

##### Congregational leadership

- Serves as an ex-officio member of church council
- Meets regularly with Senior Pastor and program leaders to discuss vision and strategy for the church
- Contributes to a positive team culture on the church staff, assisting beyond this position’s primary responsibilities when needed or as assigned

##### Music Ministry leadership

- Recruits, equips, and oversees participants in the adult Chancel Choir and Chorale
- Either directs or supervises leadership of graded choral and handbell program
- Supervises a team of staff and volunteers, including the Associate Director of Music and Worship, scholarship singers, and other part-time staff as needed
- Contracts all guest musicians for worship services and special music ministry events
- Maintains all music ministry resources, including music library, instruments, operating budget, and off-budget funds

##### Designing Traditional Worship experience

- Meets regularly with Worship Planning Team to provide advance planning and creative expression in Worship
- Oversees the recruiting, equipping, and scheduling of volunteers and volunteer teams that support our worship, including readers, acolytes, etc.
- Serves as a regular liturgist in the traditional worship of the church, including weekly and special services, and assigns and equips other participants for these services
- Either directly, or through supervision of others, ensures all preparation for traditional worship services
- Provides or makes arrangements for sound engineering at funerals

##### Worship Administration

- Routinely evaluates and makes recommendations as necessary for the maintenance of essential systems and resources that support our worship, including, but not limited to: the audio systems in the sanctuary and chapel, musical instruments, vestments, and paraments