

Christ Methodist Church Music & Worship Director

Job Description

MINISTRY Director of Music & Worship

REPORTS TO Executive Pastor

POSITION SUMMARY

Serves by envisioning and creating a strategy for the traditional music ministries of choirs, ensembles, soloists and musicians to glorify God, support the vision of Christ Methodist Church, and engage the congregation in meaningful worship.

PRINCIPAL DUTIES & RESPONSIBILITIES

Personal Responsibilities

1. Must exhibit a mature faith, maintaining a vital growing personal relationship with Jesus Christ through prayer, Bible study and spiritual disciplines and have a passion for music as an act of worship.
2. Must be able to connect with the congregation on a spiritual level.
3. Must have a sense of call to the vision of Christ Methodist Church and is in full agreement with the Apostles' Creed.
4. Handles confidential information with tact and discretion. Has a clear understanding of the importance of loyalty, accountability and trust in working relationships.
5. Impeccable integrity is a requirement. Must be a "team player" as well as a respected mentor to direct reports and trusted advisor to church leadership.

Professional Responsibilities

1. Plan, prepare, and select appropriate music for the traditional worship services which includes but is not limited to anthems, offertories, special hymns, liturgical responses, preludes, and postludes to reinforce the theme of the day and help bring people into an encounter with God.
2. Properly rehearse, prepare, and conduct the Chancel Choir, vocal ensembles, soloists and orchestra/instrumentalists for church services and other special events to ensure excellence and skillful worship leading.
3. Lead congregational worship through song, modeling a heartfelt and authentic expression of praise and adoration to glorify God.

4. Coordinate with the Director of Children's Music to ensure children's choirs and ministries are utilized in worship.
5. Must be able to collaborate with the worship team, choirs, musicians, singers, technical teams, the senior and executive pastors, and other staff to ensure a cohesive worship experience.
6. In collaboration with the Worship Team and per the approval of the Executive Pastor, plan, organize and promote concerts, mission-based tours, rehearsal retreats, festivals, workshops, or other programs to enhance the music ministry.
7. Recruit, equip and motivate volunteers to the music ministry, tracking and monitoring attendance in all choirs and ensembles encouraging growth in each.
8. Oversee and collaborate, as needed, appropriate music selections for weddings, funerals, special events or other special worship services and events of the church.
9. Works with Communications to produce the worship bulletin.
10. Sets and monitors annual goals and measurements to ensure the ministry fulfills the vision; recommends improvements as needed.

OTHER DUTIES & RESPONSIBILITIES

1. Performs other functions as necessary or as assigned.
2. Attends staff meetings, worship meetings, and retreats.
3. Plan all music elements for Traditional worship services and other events utilizing Planning Center Online.
4. Oversee proper maintenance of all musical instruments including pianos, organ and other equipment utilized by traditional music ministries.
5. Ensure proper oversight of Traditional Music Ministries' budget including oversight and direction of guest musician payments, music and resource purchases, choir/group fellowship opportunities and instrument maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Undergraduate music degree required; advanced degree preferred. At least five years' experience as an accomplished musician and/or music director in a large church congregation.
2. Proven conducting skills with choirs, musicians, instrumentalists, and orchestras.
3. Strong vocal abilities including pitch, tone, and projection; proficiency in at least one instrument, knowledge of worship music genres, familiarity with the music industry.
4. General knowledge of technical aspects of traditional services, including organ, lighting, sound and staging.

5. Stay updated and current on worship and music trends and techniques. Expand musical repertoire and skillset to bring variety and excellence to worship services.
6. Passion for service, experience leading and living in a service-oriented culture.
7. Leadership, teaching, mentoring/coaching, administration, strategic planning, and strong organizational skills. Gifts and experience necessary in recruiting, motivating, and encouraging volunteers.
8. Partners with ministry leaders to promote the church vision.
9. Demonstrated commitment to a local body of believers. Participated as a leader and a contributor for a large, growing, multi-level staff. Is a "life-long learner" keeping abreast of current issues affecting the church.
10. Must have superior verbal and written communications skills.

EMPLOYEE REVIEW:

I have read the information above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the church's needs. I have been given a copy of this description.

Incumbent's Signature: _____ Date: _____