

# Church

## Position Description

**Job Title:** Director of Music and Worship Coordinator

**Reports To:** Pastor and Staff

**Position Status:** Full-Time

### **SCOPE:**

The incumbent has primary responsibility for the planning and development of the music ministry of the church as well as the planning and development of the worship ministry of the church, and other duties outlined by the Session. This is a ministry staff position.

### **CHARACTER AND NATURE OF POSITION:**

The incumbent is the “expert” in his area of responsibility and as such must assume over-all responsibility for all choirs, ensembles, instrumentalists, and other related areas.

The incumbent must be a devoted follower of Jesus Christ, a man of character and integrity who views this position as a calling from God. His life must exemplify the purpose, philosophy and doctrine of \_\_\_\_\_ Church. The incumbent must have technical mastery of the various aspects in his area of expertise and must desire to assure that all involved in the worship and music ministry realize their maximum potential through effective leadership and training. The incumbent would minister in such a way that people feel encouraged and appreciated in their ministry.

### **KNOW HOW:**

This position requires a multi-talented musician. The incumbent should have practical experience in planning worship and in participating and leading worship services. He should have a shepherding pastoral heart for those participating and worship services. He must have the flexibility to work with all age groups. In addition, considerable sensitivity is required to ensure respect for the diversity of atmosphere between Traditional and Contemporary worship.

### **ACCOUNTABILITY:**

The incumbent will report to the Senior Pastor and Session. He has primary responsibility for recommending budgetary expenditures of his worn area of jurisdiction. He proposes the annual budget by detailing expected monetary requirements for the following year to the Diaconate. Staff meeting attendance is required.

## Principal Functions

1. Meets weekly with the worship planning team to coordinate worship services.
  - Craft (in partnership with the Sr. Pastor) effective worship services, schedule special music for worship, and coordinate the presentation of worship through your (and/or) worship team's leadership on Sunday mornings.
  - In consultation with the Sr. Pastor plans, selects, and programs music for regular and special worship services.
  - Coordinates with Sr. Pastor the general and specific types of service music, and other special participation to be used in order that the worship services may be effective and coherent and that soloists, ensembles, and instrumentalists may be adequately prepared for such services.
  - Seeks to select and to use music which brings glory to God, is spiritually correct, and ministers to the congregation.
2. Supervises, develops, and trains volunteers for his area of ministry.
3. Oversees and assures maintenance and care of all equipment for his area of ministry.
4. Evaluates and suggests equipment needs for his area of ministry.

## Duties and Responsibilities:

1. Identifies, recruits, and trains gifted individuals, and encourages those persons as they become involved in the music ministry.
2. Develops and leads a youth music team to coordinate and conduct a youth music ministry.
3. Prepares the annual budget request and maintains all music accounts in his jurisdiction.
4. Ensures the care, maintenance, and inventory of all music and equipment.
5. Other duties as outlined by the Session.

I have read and received a copy of my job description.

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Employee

Date

Revised: \_\_\_\_\_