

The Director of Music Ministry will demonstrate a strong commitment to Jesus Christ while developing and implementing a music ministry that enhances the worship of God and whole ministry of the church. Personal and professional understanding and commitment to biblical Christian principles and teachings are required.

The Director of Music Ministry coordinates with all the church staff in planning, scheduling, and directing the music program and ministries of the church.

Responsibilities:

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
- Coordinate the Church Music Ministry with the calendar and emphases of the church.
- Assist the pastor in planning worship services of the church and be responsible for the selection of the music.
- Be available to assist with weddings and funerals to be held in the church.
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Supervise the work of all music leaders in the Music Ministry.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- Recruit new members for the music ministry from within the church and the community
- Seek out and plan outreach opportunities in the community
- Secure substitutes to provide music leadership when needed
- Coordinate the performance schedules of music groups and individuals in the functions of the church
- Supervise maintenance of and additions to music library and equipment, including music materials, supplies, instruments and other music equipment for use in the church's program.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
- Prepare an annual budget to be recommended to the Budget Planning Committee. Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Overall accountability for the total music ministry of the church, including the following present and future groups:
 - Adult Choir (weekly rehearsal and Sunday worship)
 - Praise Team (weekly rehearsal and Sunday worship)
 - Youth Choir
 - Children's Choir(s)
 - Adult Handbell Choir(s)
 - Youth Handbell Choir(s)
 - Vacation Bible School
 - Summer Music/Drama Camp
 - Special Seasonal Performances
- Assure proper arrangement of chancel area for Sunday and special occasions.
- Attend church staff meetings and regular worship planning meetings.
- Contribute articles to newsletters, bulletins, and church web site.
- Perform other duties as assigned.

Requirements:

- Graduate of an accredited college, university, or seminary. A degree in Church Music is preferred.

- Experience in a music church staff or other music-related position desirable
- Proficiency in piano, digital keyboard, handbells, voice, and music direction; proficiency in organ is highly desirable
- The ability to listen effectively and to communicate clearly, both orally and in written form.
- Quality leadership skills and administrative skills
- Basic ability to use computer software and the willingness to acquire new skills as technology advances
- Have experience with, and appreciation for, a variety of worship styles that include traditional hymns, contemporary praise songs, and worship to reach emerging generations.
- A working knowledge of audio/visual/sound equipment