

## Director of Music Ministries



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**Reports to:** Pastor/Head of Staff

**Effective:** October 1, 2023

**Status:** Part Time (20 hours/week)

**Supervises:** Worship Ministries Coordinator

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### Job Summary

In pursuit of Calvin Church's vision of *Forming Community, Transforming Lives, and Reforming Our World*, the Music Ministries Director will lead our congregation in our worship of the triune God through our hybrid worship services (in person and virtual), oversee and manage the church's musical groups, and provide faithful and accessible worship experiences for all members.

### ESSENTIAL FUNCTIONS:

#### A) Worship Music Leadership

- Serve as the "lead worshiper" of the congregation, providing easy-to-follow upfront vocal and musical leadership with piano and/or guitar.
- Lead or provide other leadership for all musicians and musical groups in rehearsals, sound checks, and worship services, including Sunday services, special services (Christmas, Easter, etc.), weddings, and memorial services.
- Contract with organist and other musicians as needed.
- Offer a consistent variety of musical styles, contemporary and traditional, with attention to theology, inclusive language, intergenerational audience, and cultural sensitivity.
- Create and maintain a repertoire of music representing a mix of styles and genres, including both traditional and modern hymns and contemporary songs.
- Identify musical talents within the congregation and encourage congregants to use and develop their musical gifts as worship leaders.
- Assist in planning services with the pastor(s), including the selection of music to be both sung congregationally and presented to the congregation.
- Support Calvin's community outreach through facilitating worship and/or concerts by outside musical groups.

#### B) Technology

- Work with Stream Team volunteers to ensure high quality sound and video and textual consistency for both online and in-house worshipers.
- Ensure all worship and music related software and online tools are maintained and updated, and provide for the training for all users.
- Schedule maintenance and repair of all Calvin owned musical instruments and equipment.

### **C) Administration & Coordination**

- Provide Communications Assistant with music information for Sunday bulletin.
- In collaboration with the Worship Ministries Coordinator, schedule music ministry participants through Planning Center Services.
- Chair the Worship Music Team.
- Manage resources within the approved budget, and provide information needed for the development of annual ministry budgets.

### **D) Other Responsibilities**

- Attend weekly staff meetings.
- Create monthly reports to Moderator's Council for the session agenda.
- Perform other duties as agreed upon and directed by the Pastor/Head of Staff.

## **QUALIFICATIONS:**

### **A) Worship Leadership**

- Must have a living faith in Jesus Christ as Savior and Lord, be active in own personal worship of God, and hold a theology and philosophy of ministry compatible with the Reformed Tradition and with Calvin Presbyterian Church in particular.
- Spiritually gifted as a leader of worship, both intuitive and in tune with the congregation and the Holy Spirit.

### **B) Musical Knowledge, Leadership, and Musicianship:**

- Able to lead congregational singing with piano and/or guitar.
- Able to lead the worship band, and to direct choir and vocal ensembles.
- Familiar with a variety of musical styles and genres, including both traditional hymns and modern songs, and regularly listening to and learning new songs.

*The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.*