

DIRECTOR OF MUSIC MINISTRIES (Revised 03/7/2017)

POSITION SUMMARY:

The position of Director of Music Ministries seeks to focus on and enhance the worship experiences through coordination of the total music program. The position is part-time and reports to the Senior Pastor.

DUTIES AND RESPONSIBILITIES:

1. Direct, rehearse, and provide keyboard accompaniment for the Sanctuary Choir.
2. Rehearse and provide keyboard accompaniment for the Praise Team and Contemporary Service.
3. Provide keyboard accompaniment for the Contemplative Service.
4. Supervise the Contemporary Music Leader and the Contemporary Music Assistants
5. Plan and direct Bell Choir(s).
6. Engage guest soloists and performers for special music programs and worship services.
7. Assist choir members in preparation for solos.
8. Provide information for the church bulletin each week.
9. Plan and prepare for special programs during the year.
10. Select appropriate hymns and special music for worship services in coordination and with the ministers.
11. Order music supplies needed to support the total music program of the church.
12. Insure that instruments are properly tuned and maintained.
13. Meet with the ministers on a regular basis to plan both long and short range needs of the church.
14. Perform at weddings and other activities requiring the services of an organist.
15. Procure adequate substitutes for sickness and vacation.

QUALITIES:

1. Spiritual leader, capable of using his/her spiritual gifts to express a personal faith in Jesus Christ.
2. A leader with networking, organizing, and delegating skills.
3. A person sensitive to the mission and vision of Westminster Presbyterian Church and able to express that mission and vision through the musical ministries of the church.
4. A person with the ability to inspire, recruit, and train talented team member from the congregation.

EXPECTATIONS:

1. Have a strong personal relationship with Jesus Christ.
2. Have strong interpersonal skills with youth and adults.
3. Be a team player.
4. Maintain high professional level of musicianship.
5. Attend and participate in Worship Commission meetings as scheduled.
6. Attend and participate in staff meetings and retreats as scheduled.

WORKING RELATIOONSHIPS:

1. The Director of Music Ministries reports directly to:
 - a. The Senior Pastor (as Head of Staff) through ongoing informal communication and regular meetings.
 - b. The Worship Commission.

RELATIONSHIPS:

The Director of Music Ministries will be a member of the entire Staff Team in a close, supportive role with the pastors and music staff in the total church ministry.