



Director of Music Ministry Job Description

Job Title: Director of Music Ministry

Purpose: To lead corporate praise and worship in song in such a way as equips congregants to worship Jesus Christ as Lord in their whole life.

General Job Description:

The Director of Music Ministry will work with the church Staff, Board, and volunteers to lead the congregation in musical worship. While we believe that worship is an all-of-life posture, times of gathered worship in song are an important means of equipping the church to worship in spirit and in truth in all of life. Therefore, the Music Director (MD) will work with the preaching pastor and staff team to sculpt worship services each week that support and enhance that week's message from God's Word. The MD will attract/recruit volunteers to participate in praise teams, conduct weekly rehearsals with those teams, and be able to effectively lead teams of musicians. The MD will either personally lead in services and/or train and equip others to do so. The MD should be familiar with or able to learn software such as ProPresenter for input of lyrics, layout of the order of service, and filing of CCLI information. The MD will also oversee all A/V staff and volunteers. Scheduling of outside musical events is welcomed but not strictly required. Position may be full-time or part-time depending on the needs, desires, and availability of a qualified applicant.

Qualifications:

- A personal, vital relationship with Jesus Christ as Savior and Lord.
- A person of integrity and Christian character.
- Gifted in musical skills and abilities.
- Training and experience in music and leading congregational singing.
- Ability to teach and train others.
- Communication and public relations skills.
- Positive and enthusiastic attitude.
- Not prone to anger, criticism or negativity.
- Has a servant heart and attitude.
- Is both flexible and teachable.
- Is a "people person" and has public relation skills.

Areas of Responsibility:

- Worship Teams, including vocalists and instrumentalists, for both Worship Services
- Planning / Layout of Worship Services
- Audio & Video
- Visual Arts
- Drama & Special Events (concerts, plays, etc.)

Responsibilities:

- Prepare weekly service orders and staff assignments.
- Prepare and lead worship in the 8:00 AM service or train/oversee another leader(s).
- Prepare and lead worship in the 10:45 AM service or train/oversee another leader(s).
- Rehearse, schedule, and direct the choir & worship team(s).
- Prepare monthly schedule for worship teams, choir, & leaders.
- Prepare monthly schedule for special music.
- Encourage & facilitate worship leaders and worship teams.
- Maintain musical files, song sheets, etc.
- Organize & maintain the worship arts office.
- Supervise the worship arts budget, bills, and expenditures.
- Make contacts for artists & speakers for the special events calendar.
- Be contact person for Antrim BIC in the Christian Concert Network.
- Supervise printing, promotion, & sales of tickets for special events in conjunction with the church office.
- Attend weekly staff meetings.
- Partner with Youth Director to encourage/facilitate youth worship team.
- Partner with the Children's Director to encourage/facilitate children's music ministry.
- Supervise church instruments and maintain/repair as needed.
- Oversee church audio and video teams and ministries.
- Assist in developing & communicating the mission & vision of the church.

Accountability / Structure:

- The Music Director works with the staff team and is responsible to the Church Board via the Lead Pastor.