

Job Description

Director of Music and Worship



Purpose: To lead music ministry and worship arts in such a way as equips congregants to worship Jesus Christ as Lord in their whole life.

General Job Description:

The Director of Music and Worship (DMW) 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 DMW 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.

Education & Experience:

- Training and education in Worship Arts Ministry; preferably a four year music/worship degree
- Experience as a lead vocalist and the ability to play at least one instrument (piano or guitar) proficiently.

Qualifications:

- A personal, vital relationship with Jesus Christ as Savior and Lord.
- A person of integrity and Christian character (in the model of 1 Tim. 3:1-7 and Titus 1:5-9)
- Gifted in musical skills and abilities and experienced in leading congregational singing.
- Skilled in administration and organization.
- Ability to teach and train others.
- Communication, public relations, and interpersonal skills (a "people person").
- Positive and enthusiastic attitude.
- Not prone to anger, criticism or negativity.
- Has a servant heart and attitude.
- Is both flexible and teachable (a team player).

Duties & Responsibilities

Areas of Responsibility

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

Responsibilities

- The DMW will either personally prepare and lead worship services and/or train and equip others to do so. This would include at least two services each week, one traditional and one contemporary and weekly rehearsals.
- The DMW will primarily lead the contemporary service while facilitating the traditional service (unless gifted to do both).

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- The DMW will attract/recruit volunteers to participate in praise teams and be able to effectively encourage, lead, and facilitate worship leaders and worship teams.
- Ensure that selected music is Biblically and theologically sound.
- The DMW will oversee all A/V and technical staff and volunteers.
- The DMW 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.
- Prepare weekly service orders and staff assignments.
- Prepare monthly schedule for worship teams, choir, & leaders.
- Prepare monthly schedule for special music or dramatic presentations.
- 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.
- 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.
- Position may be full-time or part-time depending on the needs, desires, and availability of a qualified applicant.

Other Areas of Ministry

- Be available to serve on platform as needed.
- Assist in developing & communicating the mission & vision of the church.
- Attend and participate in staff meetings.
- All required paper work to support ministry (forms, expenditures, etc.).
- Coordinate all music/drama functions with church calendar and Facility Manager for set-up.
- Attend Board Meetings per invitation to offer reports and insight.
- Cooperate (as needed) with all other church ministry departments.
- Be visible and available at scheduled all-church public functions.
- Attend both Sunday morning services and be available to pray and counsel with those choosing to respond to the Holy Spirit.
- Be visible and available for "meet and greet" prior to and after all Sunday services.

Accountability / Structure:

Reports to: Lead Pastor

Direct reports: Part-time staff; volunteers

Revised: June 24, 2024