

John Calvin Presbyterian Church
Director of Music Ministries
Position Description
Summer 2022

Title: Director of Music Ministries

Purpose: To bring glory to God through music in worship and other church activities by coordinating, planning, and implementing the music program in collaboration with the Pastor.

Accountability: The Director of Music Ministries reports directly to the Pastor and is accountable to the Pastor and the Session. He or She accepts and practices the tenets of the Book of Order of the Presbyterian Church (USA), as well as the leadership and direction of the Session of John Calvin Presbyterian Church.

Responsibilities:

- **Worship**
 1. Work with the Pastor to plan and schedule for the music needs of all weekly and special worship services.
 2. Give leadership to congregational singing – encouraging enthusiastic singing through inspiring music.

- **Music Program**
 1. Coordinate, rehearse, and direct all choirs (adult Chancel Choir, hand bells, children) to provide music for worship and other appropriate occasions.
 2. Schedule musicians (organ, piano, keyboard, guitar, drums, etc.) for all services
 3. Prepare and present 2 choral and 2 hand bell performances per year.
 4. Arrange for special music by members and guest musicians.
 5. Review music selected for special music performances (such as soloists or vocal/instrumental groups.)
 6. Work with people of all ages and exercise leadership in a cooperative manner.

- **Administration**
 1. Serve on and lead through the Worship and Music Committee.
 2. Communicate with the church office administrative assistant regarding the order of worship, special music, organist schedule, and any other Music and Worship matters for the bulletin.

3. Communicate with guest pastors and special speakers about themes, Scripture, hymn suggestions, and message titles.
4. Select and purchase appropriate music and other materials for worship; file, catalogue, maintain the music library, and supervise the lending out of all church music.
5. Recommend and schedule the tuning, maintenance, replacement, and/or purchase of new musical instruments.
6. Develop and manage the Worship and Music budget.
7. Maintain our subscriptions to CCLI and VCLI authorizing us to legally use other published materials.
8. Supervise and advise other music staff and volunteers.

The ideal candidate will demonstrate...

- Experience in a church setting, training, and expertise in the field of music and worship; a bachelor's degree in music is preferred;
- Experience in directing, particularly choral and hand bells;
- Ability to lead volunteer musicians of various ages with varying skill levels;
- Self-discipline, motivation, and strong work ethic with excellent interpersonal and communication skills;
- A collegial and collaborative work style with high levels of initiative and personal responsibility;
- A desire to participate in continuing education opportunities to enhance skills and knowledge of Christian music annually;
- Understanding and support of PCUSA theology, polity, and structure of worship;
- A commitment to the JCPC vision, mission statement, and core values.

Evaluation: Annual performance reviews will be conducted by the Pastor and the Personnel Committee including a review of job responsibilities and compensation.

This is a part-time salaried position with the number of hours per week varying based on the requirements listed above. Salary will be based on education and experience, and the position includes vacation and continuing education leave of 4 weeks and 2 weeks, respectively.

To apply, please send a cover letter and résumé to johncalvinpresbyterian@gmail.com. Please provide references. A background check will be required. Position is open until filled.