



## Director of Classical and Modern Worship and Music Position Description

Geneva Presbyterian Church -- Laguna Woods, California

**Position Title:** Director of Classical and Modern Worship and Music

**Position Status:** Full-Time (Exempt)

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

### **Purpose of the Position:**

- In relationship with the Pastor/Head of Staff, create and implement a compelling and engaging collaborative classical and modern liturgy and music worship service which embraces intergenerational and missional emphases

### **Position Responsibilities:**

- Lead collaborative worship with a strong presence
- Retain the requisite number of musicians for each Sunday
- Along with the Pastor/Head of Staff, develop order of worship for each week in Planning Center, submit it to the Director of Communications no later than 4:00pm each Tuesday
- Utilize Planning Center Online to its fullest potential for planning services, scheduling staff and volunteers, and working ahead a minimum of one month
- Maintain ongoing conversation with the classical worship service team and modern worship service team
- Rehearse the band each week in all elements of the worship service for smooth and seamless transitions
- Responsible for providing music charts for the band (if any members do not read music)
- Rehearse and direct the Chancel Choir.
- Oversee Section Leaders, accompanists and any other musicians involved in the worship service for smooth and seamless transitions
- Oversees and work within copyright laws related to worship music
- Develop and implement seasonal concerts
- Work to develop opportunities for more people to participate and use their gifts in worship.
- Along with the Pastor/Head of Staff, serve as the spiritual biblical leader for our classical and modern music leaders

- Responsible for filling organist, band member, and section leader positions as needed
- Coordinate online presentations of classical and modern musical offerings
- Edit and prepare online musical offerings for Thursday online and TV 6 service recording
- Schedule and coordinate organist, liturgists, soloists, accompanists, Moments, New Members, and Ordination/Installation recordings
- Work closely with the Technical Audio/Video Contractor
- Meet regularly with the Pastor/Head of Staff
- Attend Worship Celebration Ministry Team meetings
- Work closely with the Worship Celebration Ministry Team to provide creative and collaborative ideas for liturgical seasons expressions in worship
- Oversee and work within a budget
- Attend Staff Meetings
- Work within and submit to Presbyterian theology and polity of the Presbyterian Church (USA)
- Contribute as a member of the church's staff and work collaboratively to pursue the implementation of Geneva's Vision and Mission Statements

**Position Skills Required:**

- A personal commitment to Jesus Christ and the local church
- Must be able to design and execute high energy collaborative classical and modern Christian worship in liturgy and music
- Strong organizational and leadership skills to schedule, recruit, and lead musicians and vocalists
- Excellent interpersonal skills to cultivate healthy relationships with volunteers, members, and staff
- Knowledge and proficiency in classical and modern liturgy and music styles
- Understanding of classical and modern music and trends;
- Ability to read and direct music for others
- Develop teams for music and drama ministry
- Self-directed multitasker who is organized and prepared
- A team player who contributes one's unique gifts to the whole
- Collegial in ministry relationships
- Must be a good ambassador for Geneva

**Education Requirements:**

- BA or equivalent

## How to Apply:

Please send cover letter and resume to [jobs@genevapres.org](mailto:jobs@genevapres.org)

Geneva Presbyterian Church is an equal opportunity employer. To perform this job the individual must carry out all essential functions satisfactorily. Reasonable accommodations may be made based on the individual needs of a candidate. The Director of Classical and Modern Worship and Music is a full-time salaried exempt position that may require work hours outside those normally scheduled.