

### **Purpose**

To develop and lead the worship music ministry for our church, in consultation with the senior pastor and other team members, in a way that is consistent with our mission, values, and theology including appropriate choral, contemporary, youth and other music elements.

### **Organizational Relationships**

Report to the Pastor/Head of Staff. Supervise music staff, both paid and volunteer, including Organist, Directors of specialty choirs (children's, handbells, etc.), Director of Contemporary Ensemble and any other musical performers, ensuring successful musical presentation among ensembles. Serve as the primary staff liaison with the Worship Arts elders of session. Interact with congregational members and community.

### **Principal Duties & Responsibilities include the following:**

- Develop and lead a music program which supports the worship services of the church.
- Participate in creative planning and coordination of weekly Sunday worship services and special services and programs with the Pastor and other worship team members so that the music program integrates seamlessly with all elements of worship, enhancing the overall worship experience.
- Provide guidance and leadership for weekly worship services including the selection of choral and other appropriate music for the season or theme of worship.
- Procure through purchase, authorship or volunteer recruitment, ensemble specific sheet music/lead-sheets for appropriate ensembles. Ensures ensemble members receive materials from responsible directors or leaders in a timely manner.
- Direct Chancel Choir and Organist in rehearsal and presentation of music at all services and special services and programs. Coordinate rehearsals for other choirs, teams, ensembles, and musicians, as determined by worship plans and schedule. May schedule and rehearse small ensembles and soloists, including suggesting, sourcing and selecting music as needed.
- Train Chancel Choir in Choral techniques, appreciation of sacred music, leadership, and participation in worship through regular rehearsals and special rehearsals as needed.
- Plan and implement annual music ministry retreat/workshop.
- Organize and supervise recruitment of members for choirs, soloists, and such other choral and/or instrumental groups as needed.
- Initiate and coordinate efforts to expand the congregation's adoption and use of hymns, worship songs, and other appropriate repertoire.
- Encourage varied worship expressions at CHPC through spiritual disciplines, fine arts, and collaborative efforts among ensemble directors.
- Recommend and arrange for substitutes as needed.

**Administrative Duties:**

- Establish music programs goals and objectives in conjunction with the Worship Arts Team of Session.
- Attend monthly staff meetings and Worship Arts Team meetings as scheduled. Coordinate and direct planning sessions with other directors and coordinators of music programs as needed.
- Develop, supervise, and evaluate work of the organist/accompanist and directors of specialty choirs and music ensembles including but not limited to children's choirs, handbell choirs and worship bands.
- Provide oversight of the maintenance and inventory of all church music, musical instruments, and other musical equipment with ensemble directors.
- Responsible for the selection and purchase of all necessary music, music supplies and the hiring of instrumental and vocal soloists.
- Provide recommendations for budgetary planning and manage the annual budget for the music program.
- Complete self-evaluation in consultation with annual performance evaluation process.
- Maintain appropriate music and copyright licenses for the church.
- Work with Video Production Specialist in producing pre-recorded musical elements for worship services and spiritual formation support.
- Other duties and responsibilities as assigned.

**Qualifications Guidelines****Education, Training & Experience**

- Experience with modern church music programs and leadership practices, including the development of music and worship leaders and teams.
- Bachelor's degree or equivalent cumulative college units in music, choral conducting, or other related fields.

**Knowledge, Skills & Abilities**

- Demonstrate skill and joy in a wide variety of musical styles, both sacred and secular, and move freely between contemporary and traditional elements of worship.
- Strong desire to lead God's gathered people into a presence of joy, reverence and awe and bring the worship experience alive for the participants.
- Knowledge of songs and hymns and various forms of church choral music (i.e., contemporary, traditional, classical, sacred, etc.).
- Ability to read, notate, transcribe, and arrange music for choral and contemporary ensembles, included but not limited to SATB scoring, piano scoring, lead sheets, lyric sheets, guitar tabs, rhythm sheets, etc.
- Pedagogical experience in music and the strong desire to teach and mentor volunteer musicians facilitating growth.
- Effective interpersonal skills with the ability to relate to a variety of people.
- Good oral and written communication skills.

- Ability to organize material effectively and prioritize work and meet deadlines.
- Self-starter with ability to follow through on details.
- Ability to maintain confidentiality and respect sensitive information.

**Job Type:** Part-time 20 hrs/week

**Effective Date:** October 1, 2022

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to a noise level that is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.

**My signature below indicates that I am able to successfully perform the duties as described herein, and that I have reviewed the physical demands of the position and I am completely aware and able to perform the essential duties of this position.**

Please indicate by your signature that this document has been discussed with you:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Signature (Print Name)

\_\_\_\_\_ Date: \_\_\_\_\_  
 Head of Staff or Human Resources Elder