

DIRECTOR OF MUSIC AND WORSHIP

Job Description

We want to be flexible in offering this position. If you seek a **full-time position**, this will be a wonderful opportunity. If you seek a **part-time position**, we will work with you in adjusting this job description and setting the hours. However, from past experience with this job, we believe that it requires no less than 25 hours per week.

Spiritual and Personal Qualifications

1. Lives in a vital, personal relationship with Jesus Christ as Savior and Lord.
2. Accepts the Bible as the inspired Word of God – our final authority for faith (what we believe) and life (how we live).
3. Accepts, practices, and will promote the doctrinal standards, sacraments, and polity of the Reformed Church in America.
4. Will be committed to ministry in the Reformed Church in America, the First Reformed Church of Sheldon, and will minister with a servants attitude.
5. Has the ability to relate well and work with youth, adults, and the elderly.
6. Is willing to exercise leadership within a multiple staff ministry in a cooperative manner.
7. Must be a self-disciplined, self-motivated, hard-working individual who is willing to put in the time and give the effort to accomplish ministry with excellence.
8. Possess experience, training, and expertise in the field of music and worship.
9. Sets a good example of personal spiritual and family life.

Areas of Responsibility

WORSHIP

1. In cooperation with the Pastors and in communication with the worship committee, plan and implement all worship services including all special services (Communion, Lent, Palm Sunday, Maundy Thursday, Easter, Mother's Day, Pentecost, Children's Day, Father's Day, Service in the Park, Thanksgiving, Advent, Christmas Eve).
2. Serve as "ad hoc" member of the Worship Committee and attend monthly meetings.
3. Use multi-media to supplement and strengthen the worship experience (drama, dvd, children's messages).
4. Communicate with the church secretary regarding the order of worship, special music, organist schedule, and any other Music and Worship matters for the bulletin.
5. Work with and communicate to the Worship Committee about special decorations needed for worship services.
6. Communicate with guest pastors and special speakers about themes, Scripture, message title, technology capabilities, and assist them in using those capabilities.

(OVER)

MUSIC

1. Schedule musicians for all services – organ, piano, keyboard, guitar, drums, etc.
2. Recruit, train and schedule all praise team singers for worship services.
3. Schedule and lead praise team rehearsals.
4. Prepare all praise team music each week and distribute music to musicians and singers in a timely manner for their preparation.
5. In cooperation with the pastors, choose the hymns and songs for all worship services.
6. Serve as a “Music Librarian” for the church – purchase, file, catalogue, and supervise the lending out of all church music.
7. In co-operation with the Worship Committee, schedule and coordinate the ministry of music – adult choir, adult and youth bell choir, creative movement, other special music and communicate to the secretary.
8. Recommend the tuning, maintenance, replacement, and/or purchase of new musical instruments.
9. Maintain our subscriptions to CCLI and VCLI authorizing us to legally use other published materials.
10. Give leadership to congregational singing at both worship services – encourage and inspire enthusiastic music and singing.
11. Direct the adult choir; rehearsal every Wednesday fall through spring; select music; schedule; plan cantatas and other special musical presentations.
12. In cooperation with the Worship Committee, prepare a music and worship budget each year for presentation to the Deacons.
13. Serve on the Hosanna Planning Team which meets bi-weekly to plan Hosanna worship services.

ACCOUNTABILITY

1. The Director of Music and Worship shall work under the supervision of the Lead Pastor, in cooperation with the Worship Committee, with ultimate accountability to the Consistory.
2. The Director of Music and Worship shall meet regularly with the Lead Pastor for planning and prayer.
3. The Director of Music and Worship shall meet with the Personnel Relations Committee for performance review after three months, then six months, and one year. After that first year, annual performance reviews will be done through the Lead Pastor and the Executive Committee.
4. The Director of Music and Worship is expected to be at church on Sunday mornings. Flexibility will be given, in communication with the Lead Pastor, regarding time off and being away on Sunday.