



## CHERRY CREEK PRESBYTERIAN CHURCH POSITION DESCRIPTION

**TITLE:** Assistant Director of Contemporary Music

**RESPONSIBLE TO:** Director (or Pastor) of Worship and Liturgy

**PAY STATUS:** Half to Full Time (20-40 hours) depending on candidate;  
full-time salary range commensurate with experience \$52-\$62K.

**POSITION SUMMARY:** Plan, prepare, and lead God's people in worship in one or two worship band-led services for an ancient–future, multi-staff church. Be a spiritual leader; grow in the role of a worship director; assist Director of Worship and Liturgy in planning and leading worship every week; lead services as substitute for the Director in his/her absence (ex. vacations, conferences, emergencies, etc).

### **OBJECTIVES**

1. Plan convergent services and lead a team of musicians and a congregation in worship.
2. Develop his/her personal gifting's his/her "call" to ministry.
3. Partner with a broader team of CCPC staff (Pastors, Youth Ministry, etc.).
4. Grow in his/her walk with Christ by loving like, learning about, and living in Jesus.

### **ESSENTIAL JOB FUNCTIONS**

#### Worship, Music & Arts

- a. Attend Staff & Worship, Music and Arts (WMA) meetings
- b. Help plan worship
- c. Assist on Thursdays in Convergent band rehearsals
- d. Assist on Saturdays in Word & Table rehearsal & worship service: *Practice/prep; schedule musicians, setup/teardown books/lights, etc. Rehearse/lead (TBD)*
- e. Lead on Sundays in Contemporary/Convergent rehearsal & worship service: *Lead rehearsal/sound check/service; send out band prayer requests*
- f. Respond to emails, maintain weekly personal organization, personal study, practice
- g. Perform other duties as assigned by supervisor.

### **QUALIFICATIONS:**

1. Christian beliefs agreeable with the Evangelical Presbyterian Church's Essentials of the Faith.
2. Bachelor's degree or in the process of attaining a bachelor's degree.
3. Demonstrated effective oral and written communication and interpersonal relationship skills; ability to negotiate issues to resolution.

4. Work or volunteer-related experience in leading corporate worship.
5. Sound experience with Microsoft Office.
6. Experience with office equipment.
7. Experience using church-specific database management software, preferably Elexio, desirable.
8. Demonstrated strong, effective oral and written communication and interpersonal relationship skills.
9. Experience requiring effective time management, organizational skills, attention to detail.
10. Experience requiring effective problem-solving skills.
11. Experience requiring routine decision-making with minimal supervision.
12. Must be self-motivated and able to work independently.
13. Have good decision-making skills.
14. Must work well as a team member, supporting others on your team as needed.
15. Ability to prioritize workload.
16. Ability to use tact and diplomacy when interacting with staff and congregation members.
17. Must be a team player and able to collaborate with other staff in a positive, effective manner.
18. Must have a teachable spirit and commitment to a joyful work environment.
19. Must be flexible and able to maintain a good attitude.

**WORKING CONDITIONS AND PHYSICAL/MENTAL DEMANDS:**

Normal office environment. Physical stamina required due to long and sometimes irregular work hours. Requires mental alertness and the ability to think and respond quickly.

Please submit resume and cover letter to Lynn Hutchinson ([lhutchinson@cherrycreekpres.org](mailto:lhutchinson@cherrycreekpres.org))



**Lynn Hutchinson | Executive Assistant to the Pastors**  
10150 E. Belleview Ave.  
Englewood, CO 80111  
720-722-5785  
[www.cherrycreekpres.org](http://www.cherrycreekpres.org)