

Director of Worship and Music Position Description

Duties and Responsibilities-- In coordination with the Senior Pastor, plan, oversee, administrate, and lead all aspects of every corporate worship service at First Presbyterian Church.

1. Worship Planning

- a. Meet regularly with the Pastoral Staff to plan and review upcoming services based on the “convergence model” of worship and within the context of FPC.
- b. Meet regularly with volunteer Worship Leader(s) and professional music staff to plan and coordinate upcoming worship services.
- c. Research Scripture, liturgies, litanies, and music of many varieties to synchronize all facets of worship (Including, but not limited to order, flow and transition).
- d. Plan and oversee special seasons and events (including music and technical support).

2. Worship Leading

- a. In conjunction with the pastors lead the congregation in worship on Sunday morning.
- b. Equip volunteer worship leader(s) to lead as scheduled.
- c. Equip others in the congregation to lead a component of a worship service (all ages/abilities).

3. Development of Musicians and Musical Groups: Mentor all musicians toward a growing relationship with Jesus and toward greater musical proficiency.

- a. Recruit and select worship team volunteers including worship band members and other instrumentalists, ensembles and vocalists who participate on an occasional basis.
- b. Conduct weekly rehearsals with the worship band.
- c. Conduct rehearsals with instrumentalists, ensembles and vocalists as needed.
- c. Supervise the music staff (pianist/accompanist)
- d. Provide for substitution in any area (including your own) when needed.

4. Implementation of Worship

- a. In conjunction with office staff prepare all worship bulletins, including order of worship, and all participants and any other info. needed for weekly email to the congregation.
- b. Give regular and timely specific feedback to the audio team. Provide all necessary information to the Sound Director for upcoming services.
- c. Coordinate with the media team (visuals and online presence) to organize visual aspects of worship service.
- d. Coordinate with volunteers to create visual presentations as needed in the worship order.

5. Administrative and staff responsibilities

- a. Administer and oversee budgets related to the Worship Ministry
- b. Attend staff meetings, if possible.
- c. Maintain and catalog the music library (print and in Planning Center)

Part-time: 12-15 hours per week (includes Sunday morning worship, weekly worship band rehearsal, or other rehearsals as scheduled by Director of Worship, worship planning and administrative tasks)

Report to Senior Pastor
November 2021

INQUIRIES:

Send resume and cover letter to:
First Presbyterian Church
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Aurora, IL 60505

www.firtspresaurora.org

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