



## **Covenant Church Associate Director of Music Ministries\***

The Associate Director of Music Ministries\*, with God's help, carries out the mission of Covenant Church:

*Calling and equipping people to "Know Christ And To Make Him Known" united in a worshiping, missionary community to the end that the world hears and sees the Good News!*

and in all aspects of this ministry abides by the doctrines, polices, and practices of Covenant Church, as expressed from time to time, to include, but not be limited to its internal policies, its organizational and other governing documents, and the Constitutional documents of the Evangelical Presbyterian Church ([www.epc.org](http://www.epc.org)) consisting of the *Book of Order*, the *Westminster Confession of Faith* (including the *Larger and the Shorter Catechisms*), and the document "Essentials of Our Faith."

### **PURPOSE:**

- To assist the preparing for and leading well-prepared worship with excellence to the glory of God at weekly Sunday morning sanctuary services and/or special worship events with consistent coordination of these elements with the Director of Music Ministries and weekly/occasional plans of those responsible for preaching the Word of God.

**ACCOUNTABILITY:** Director of Music Ministries, Senior Pastor, Worship Committee, and Session.

**RESPONSIBILITIES:** *(Will be responsible for either 1A or 1B.)*

### **1A. Direct and lead the choir ministry.**

- a. Pray daily for the power and presence of God's Spirit to inhabit and guide every aspect of music ministry at Covenant Church
- b. Plan and direct weekly rehearsals from August through May to include music rehearsal, devotions, and prayer time.
- c. Select appropriate anthems for the worship services related to weekly themes.
- d. Review new music publications and order anthems for the choir.
- e. Select, plan, and direct a yearly Christmas cantata with Director of Music Ministry. Coordinate music, sound, lighting, set, children's choir, public relations, and all aspects of the cantata.
- f. Recruit new choir members and support the current membership.
- g. If choose to, develop Choir Board to help organize.
  - i. Oversee the Choir Board with officers and monthly meetings.
  - ii. Consult the Choir Board about all aspects of the music ministry.
  - iii. Select one Choir Board member to serve on the worship committee to act as the liaison between the music ministry and the worship committee.

- iv. Communicate with the Choir Board secretary/treasurer about courtesy fund needs including flowers and cards for music ministry volunteers as needed.
  - h. Plan choir social events with the Choir Board such as quarterly socials after rehearsals, family picnic in August, Christmas party in December, and a year-end celebration in May.
  - i. Provide mailings and/or emails to choir members as needed.
- 1B. Direct and lead special music.
  - a. Pray daily for the power and presence of God's Spirit to inhabit and guide every aspect of music ministry at Covenant Church
  - b. Provide special music at selected services, according to dates assigned from a master planning calendar.
  - c. Plan and prepare special music for weekly Sunday morning sanctuary services.
  - d. Recruit and select musicians using internal and external musician candidates, based on availabilities.
  - e. Assist all types of vocal, instrumental, and guest musicians with the appropriateness of music selection.
  - f. Arrange music and select music appropriate vocalist's voice range and type.
  - g. Maintain music library inventory for use by special music participants.
  - h. Record rehearsal CDs for special music participants as needed.
  - i. Schedule rehearsals to prepare all special music participants for worship.
  - j. Provide special music titles and composers/arrangers to the Director of Music Ministries for placement in the weekly bulletins, one week in advance.
  - k. Coordinate the selection of special music to the planned sermon texts and seasonal themes.
  - l. Provide special music monthly articles for the Compass.
  - m. Prepare notes of appreciation for special music participants.
  - n. Work with the Director of Music Ministries to plan and carry-out the yearly Christmas Cantata, Easter services, choir Sunday, rally Sunday, patriotic Sunday and other special events.
- 2. Provide piano and/or keyboard [and/or organ] music for the weekly worship services.
  - a. Provide accompaniment for all congregational singing in the worship services in coordination with the Director of Music Ministry.
  - b. Provide accompaniment for all special music participants.
  - c. Assist with preludes, offertories, and/or postludes, as coordinated by the Director of Music Ministry.
  - d. Provide additional music accompaniment in the worship services as needed for transitions.
  - e. Provide piano accompaniment at special services such as the Christmas cantata, Christmas Eve, Good Friday, Maundy Thursday, and any other outreach events.
- 3. Additional Duties.
  - a. Be attentive to staff relationships and maintain frequent contact with the Senior Pastor and the Associate Pastor.

- b. Facilitate teamwork amongst the staff and communicate music ministry information, questions, and concerns to the staff.
- c. Provide support to the volunteers in the music ministry and their families
- d. Facilitate the belief that the music ministry is to support the worship of God and is not for performance or entertainment.
- e. Be a resource and consultant for music needs in the Covenant church family.
- f. Communicate questions, concerns, and suggestions about the music ministry to the senior pastor, Choir Board, worship committee, and Director of Music Ministry.
- g. Arrange for appropriate substitute musicians for vacations or planned absences, as approved by the Director of Music Ministry.
- h. Organists/pianists for weddings and funerals will be set up by the church, under the supervision of the Senior Pastor, Associate Pastor, and Director of Music Ministries. A prioritized list of available musicians will be provided for people in order to assure the quality and appropriateness of the music for these church ceremonies.

VACATION: 3 Sundays

STATUS: Part-time

\*Official title to be Associate Director of Blended Music OR Associate Director of Special Music, depending if section 1A or 1B selected.

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