



Covenant Church Director of Music Ministries

The 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) 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."

PURPOSES:

- To oversee and coordinate the planning, execution, and operation of the entire Covenant music ministry, and to lead all music staff and principal volunteers in a manner that maximizes collaboration; utilizes team planning when appropriate; and fosters unity.
- To lead the planning and execution of Sunday morning sanctuary services and special worship events, and to lead the congregation in well-prepared worship with excellence to the glory of God at the Sunday morning sanctuary services and special worship events with a primary focus on musical elements; secondary leadership of other components of the worship experience such as spoken prayers and readings; and consistent coordination of these elements with weekly/occasional plans of those responsible for preaching the Word of God.

ACCOUNTABILITY: To Senior Pastor, the Worship Committee, and Session.

RESPONSIBILITIES: *(Will be responsible for either 4A or 4B)*

1. Pray daily for the power and presence of God's Spirit to inhabit and guide every aspect of music ministry at Covenant Church
2. Oversee and coordinate the planning, execution, and operation of the entire music program (choir; special music; and the contemporary music).
 - a. To communicate regularly and effectively with all others involved in the music ministry. Frequent communications are expected particularly with the Senior Pastor, the Associate Director for Special Music/Blended Music, and the Associate Director for Contemporary Music. Meet on a regular basis for worship planning, evaluation, and administration. Communicate with all music staff and facilitate planning on a regular basis.
 - b. Develop a yearly budget for the entire music program.
 - c. Review monthly budget reports and oversee spending of the music budget.
 - d. Provide and account for all requisitions related to the music budget.
 - e. Maintain the music filing system.
 - f. Maintain choir robes and music folders.

- g. Request regular tunings and maintenance for the pianos, organ, and all other instruments.
 - h. Communicate building and facility needs to the Trustees related to music.
 - i. Communicate on a weekly basis with the sound operators.
 - j. Participate in regular sound meetings and committee work.
 - k. Compile a yearly annual report for the music ministry.
 - l. Order and coordinate the CCLI licensing for the church music program to include copy reporting and procedures.
 - m. Provide appropriate articles and information for the Compass newsletter and bulletin.
3. Plan and coordinate music for the 8:30 A.M. and 11:00 A.M. sanctuary worship services.
- a. Set up the music schedule for all sanctuary worship services, including choir, special music, handbells, children's choir, and any other guest musical group.
 - b. Communicate and coordinate with pastoral staff on a regular basis to follow the weekly scripture readings and sermon themes.
 - c. Select congregational music in coordination with the pastoral staff for the sanctuary worship services to include hymns and praise songs which support the weekly text and theme.
 - d. Responsible for selection, coordination, and oversight of worship leaders for the weekly services to introduce music, lead prayers, read scriptures, and/or lead responsive readings as needed.
 - e. Provide music information to the secretary for the bulletin on a weekly basis.
- 4A. Direct and lead the Choir.
- a. Plan and direct weekly rehearsals from August through May to include music rehearsal, devotions, and prayer time.
 - b. Select appropriate anthems for the worship services related to weekly themes.
 - c. Review new music publications and order anthems for the choir.
 - d. Select, plan, and direct a yearly Christmas cantata with Associate Director of Special Music. Coordinate music, sound, lighting, set, children's choir, public relations, and all aspects of the cantata.
 - e. Recruit new choir members and support the current membership.
 - f. If choose to, develop Board of Choir members to help with organization
 - 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.
 - g. 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.
 - h. Provide mailings and/or emails to choir members as needed.

4B. Direct and lead the Special Music.

- a. Provide special music at selected services, according to dates assigned from a master planning calendar.
 - b. Plan and prepare special music for weekly Sunday morning sanctuary services.
 - c. Recruit and select musicians using internal and external musician candidates, based on availabilities.
 - d. Assist all types of vocal, instrumental, and guest musicians with the appropriateness of music selection.
 - e. Arrange music and select music appropriate vocalist's voice range and type.
 - f. Maintain music library inventory for use by special music participants.
 - g. Record rehearsal CDs for special music participants as needed.
 - h. Schedule rehearsals to prepare all special music participants for worship.
 - i. Provide special music titles and composers/arrangers for placement in the weekly bulletins, one week in advance.
 - j. Coordinate the selection of special music to the planned sermon texts and seasonal themes.
 - k. Provide special music monthly articles for the Compass.
 - l. Prepare notes of appreciation for special music participants.
 - m. Work with the Associate Director for Choir to plan and carry-out the yearly Christmas Cantata, Easter services, choir Sunday, rally Sunday, patriotic Sunday and other special events.
5. Provide organ/keyboard/piano music for the 8:30 A.M. and 11 A.M. services.
- a. Select appropriate music for the prelude, offertory, and postlude in coordination with the Associate Director for Choir and/or Associate Director for Special Music.
 - b. Play piano and/or keyboard [and/or organ] for all congregational singing along with the pianist.
 - c. Plan and play music for communion and other special parts of the worship service.
6. Additional Duties.
- a. Be attentive to staff relationships and maintain frequent contact with the Senior Pastor, the Associate Pastor, and the Associate Directors of Music
 - 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, Associate Director for Contemporary Music, and Associate Director of Special Music/Blended Music.
 - g. Arrange for appropriate substitute musicians for vacations or planned absences.
 - 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

to assure the quality and appropriateness of the music for these church ceremonies.

VACATION: 3 Sundays

STATUS: Part-time

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