

**DIRECTOR OF MUSIC MINISTRY
HICKORY UNITED EVANGELICAL PRESBYTERIAN CHURCH**

JOB CATEGORY: FULL TIME
SALARY: \$50,000

DATE: (revised) January 12, 2021

The Director of Music Ministry is part of our church staff that together seeks to help individuals and the whole church grow in becoming all that God intends for them in Christ. Each staff member shares this ultimate goal, while focusing on specific areas of ministry.

PRIMARY PURPOSE:

To develop and help lead the worship and music ministry of our church, including

- 1) leading and equipping of the Praise Team, adult Sanctuary Choir and various choirs/ensembles/soloists (vocal and instrumental) of all ages
- 2) playing of the piano, pipe organ, and electronic keyboard instruments. Other instruments a plus.
- 3) Understanding and supporting the vision of the Hickory United Evangelical Presbyterian Church (HUEPC).

REPORTS TO:

Sr. Pastor and Session

(regular ministry reviews with Sr. Pastor, annual review with Personnel Team)

RESPONSIBILITIES:

- Work with the Sr. Pastor and others in planning, implementing, evaluating, and envisioning the worship and music life of our church.
- Play music for the Sunday morning worship services (traditional/contemporary) and other services/events as requested guided by pastor's topic and scripture readings. .
- Serve as a music worship leader in conjunction with the Sr. Pastor for the contemporary service.
- Shepherd, lead, train/equip, disciple/mentor, recruit, and encourage the people involved in the various music ministries (traditional/contemporary) of the church.
- Personally lead the Praise Team and the adult Sanctuary Choir and coordinate practices for each.
- Personally supervise and develop the directors/leaders of the children's choirs, bell choirs and youth praise band.
- Prepare song sheets with chords and transpose as required and distribute music to Praise Team in a timely manner for Contemporary Service.
- Provide song information to church secretary for bulletin in advance.
- Update and maintain musical instruments, music libraries and equipment needed for worship and music services.
- Be aware of trends in contemporary/traditional music to continually evaluate and strengthen the worship experience.
- Encourage inter-generational and family worship and music participation.

Director of Music Ministry

Page 2

- Develop a worship and music outreach ministry to the community. (Example; Covered Bridge Festival & Apple Festival).
- Play music for weddings and funerals at the church as requested. Along with the Pastor and Session coordinate and approve all guest musicians and music groups for services.
- Attend church staff meetings, Worship Committee meetings, worship planning meetings, and other necessary meetings as requested.
- Maintain copyright and CCLI reporting and licenses.
- Prepare and monitor Music & Worship budget.

CHARACTER:

- A committed and mature Christian, growing in a personal relationship with Jesus Christ as Savior and Lord (Christ-centered, Biblical-based, Dependent on the Holy Spirit).
- Has a passion for people coming to know Christ and growing in their relationship with Him, particularly through worship and music.
- Understands and supports the beliefs and vision of HUEPC, and the EPC Essentials.
- A servant leader, modeling the humble yet courageous leadership style of Jesus.
- A team player, able to work as a contributing member of the church staff and various ministry teams.
- A people-person, sensitive to the needs of others, and valuing all ages.
- A desire for excellence and doing one's very best in serving the Lord.

QUALIFICATIONS:

- Attested music skills in playing the piano, organ, other instruments, as well as experience in leading various music groups/choirs (contemporary/traditional).
- Vocal ability to sing lead and harmonize.
- Ability to select music that supports the sermon text of the day. Pastor selects the hymns.
- Ability to read music, work from chord sheets, and transpose music as necessary.
- Ability to create working teams - recruit, develop, teach, and unite volunteer musicians and singers.
- Strong logistical and organizational skills – self-directed, with attention to detail and the ability to manage and prioritize multiple tasks concurrently.
- Creative and flexible.
- Technical knowledge and experience with various musical instruments and sound equipment
- Already proficient or willing to become proficient in Planning Center Online, ProPresenter, and similar platforms.

CLEARANCES HELD:

- Act 151 Child Abuse Application
- Act 34 Criminal Record
- Act 114 Federal Record Check
- Arrest/Conviction Report and Certification Form

Director of Music Ministry

Page 3

PROBATIONARY PERIOD:

There will be a 6-month probationary period with a 3-month review by the Pastor/Personnel Committee to ensure that expectations are clear and reasonable on the part of the new staff member and the church.

EVALUATION

Annual

BY WHOM

Senior Pastor and Personnel Team