

# PT Director of Music Ministry

4.7.22

## Position Overview:

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The PT Director of Music Ministry oversees the music life of Mt. Washington Presbyterian Church with primary responsibility for collaboratively creating meaningful worship.

## Reporting Relationships:

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- A. Reports to the Head of Staff (HOS)
- B. Serves as staff resource to Celebrate Ministry Team
- C. Oversees and reviews the work of the organist/accompanist

## Knowledge, Skills and Qualifications:

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### A. Faith Background

- 1. Possess and practices a strong Christian faith
- 2. Commitment to support those involved in ministry with Christ-like compassion and hospitality, including embracing diverse populations: LGBTQ+, differing races, differently-abled and economic classes

### B. Musical and Worship Background

- 1. Completion of a Bachelor of Music degree (master's or in pursuit preferred)
- 2. Heart and passion for planning worship services in various modalities (traditional and blended)
- 3. Competence in programming, rehearsing and conducting choral and instrumental music
- 4. Mastery of at least one worship-related instrument, i.e., piano, voice, organ

### C. Work Style and Experience

- 1. Work collaboratively with all staff and volunteers
- 2. Possess engaging and authentic interpersonal and communication skills
- 3. Aptitude for strategic, innovative, and "outside the box" thinking
- 4. Capacity to recruit, train, inspire and appreciate a broad array of volunteers
- 5. Facility for good organizational, technical, and administrative skills, limiting the need for administrative support

## Primary Duties and Responsibilities:

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### A. Leadership

- 1. Provide staff leadership, vision and support to all music staff and volunteers, management and appreciation
- 2. Proactively coordinate and collaborate with the communications/marketing team to highlight the music ministries in the church and community
- 3. Strengthen music ministry to children and youth

### B. Worship Planning

- 1. Work in partnership with HOS on worship flow for the weekly and special services
- 2. Preview, select and manage all musical elements of the weekly and special worship services
- 3. Schedule all special music, including identification of outside musicians, i.e., Christmas Eve, Holy Week, Easter
- 4. Coordinate all logistical elements with the Director of Operations

### C. Oversees all Music Ensembles

- 1. For Chancel Choir, Praise Team and JuBellation

- Manage all aspects of musical preparation, including music selection, rehearsal, and performance in worship
  - Conduct weekly rehearsals and extra rehearsals when necessary for special services through the liturgical year
2. Church Instrument Maintenance
    - Direct the instrumental maintenance. i.e., piano tunings, repairs, etc.
  3. Maintain all Music Libraries
    - Ordering of all music /anthems/instrumental
    - Maintain music licenses, i.e., CCLI, ONELICENSE.NET
- D. **Celebrate Vision and Mission Ministry Teams** – in conjunction with the Celebrate Ministry Team
1. Work with elders and lay leaders regarding Celebrate Ministries, i.e., music, drama, visual arts, etc.
  2. Manage annual music budget

#### **General Staff Duties**

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- A. Attend and co-facilitate worship planning meetings
- B. Participate in a collegial ministry with other staff
- C. Attend all staff meetings (program and all staff) and activities
- D. A member of the Program Staff

#### **Review Process**

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Reviewed annually by the Head of Staff following the policies and procedures of the Personnel Committee