



## **Director of Music Ministries**

(Salaried/Exempt: Full Time)

### **Job Description**

The Director of Music Ministries is responsible for overseeing all aspects of the music program and is the department head for the Worship and the Arts Ministry of the church. It is important for the director to be able to be comfortable with, and be a visionary for, the various styles of musical experience that the church employs, both in and out of worship. All functions are accomplished in conjunction with the appropriate committees as assigned by the Senior Pastor as these groups help to define the budget and direction for the program.

### **Primary Job Functions**

The primary job functions as stated are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

- Manage all aspects of the Worship and the Arts Ministry, including budgeting and expenses
- Serve as a member of the Lead Staff in overall ministry planning and visioning
- Work closely with the Senior Pastor and the worship staff (pastors, organist, and praise team leader) in planning weekly worship services, concerts, programs, events, etc.
- Serve as the director for the Sanctuary Choir, Revelation Youth Choir, North Star (Adult) Ringers, and Jubilation (Youth) Ringers, which includes planning and executing retreats, trips, or special outings
- Recruit, train, and support ministry teams and volunteers for pertinent programs and events
- Coordinate and align departmental work with other ministries of the church
- Coordinate and vision with the rest of the staff, collaborating with program staff on church-wide events
- Serve as the supervisor of the music department staff, including:

- Coordinating and aligning departmental work with the direction of the program through open communication and appropriate utilization of staff and other resources
- Holding appropriate departmental meetings for calendar and program planning
- Maintaining appropriate staff accountability through periodic check-ins
- Performing annual staff evaluations for the assessment of work, status of goals set the prior year, and goal setting for the year ahead
- Coordinating departmental planning with other department supervisors
- Work in concert with the Worship Committee to have ministry focus
- Uphold the mission statement of Canyon Creek Presbyterian Church

### **Additional Job Functions**

- Attend staff meetings as needed
- Secure singers and instrumentalists for weekly worship, funerals/weddings as needed, special services, and concerts
- Work with the Organist on anthem accompanying registration
- Proofread the slides for weekly worship
- Ensure that appropriate website pages are up to date
- Provide appropriate information for advertising and publicity of special concerts or other music events in the church
- Provide appropriate articles and information for all regular church publications (eSpirit, Realm, Sunday bulletin and announcements, social media, etc.)
- Ensure background checks are filed for all music related volunteers as required per the CCPC Child Protection Policy
- Work with the A/V Team regarding regular and special services
- Utilize various vocal and instrumental talent within the church when possible
- Envision and implement ministry focused on community engagement
- Implement creative fundraising programs when necessary, to support specific needs of the music ministry
- Other duties as requested by the Senior Pastor

### **Organizational Structure**

Immediate Supervisor:

Senior Pastor

Pertinent Subordinates:

Director of Children's Music

Organist

Praise Team Leader

## Universal Competency Requirements

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210<sup>th</sup> General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

## Core Competency Requirements

1. **Communication** - Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** - Employee works together with other staff to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.