



# SUBMIT A POSITION

"\*" indicates required fields

\*Job Title

\*Full time or Part-Time

\*Number of Hours per Week

\*Address

Street Address, City, State, Zip Code

\*Presbytery (check one):

Blackhawk Presbytery

Chicago Presbytery

Great Rivers Presbytery

Midwest Korean Presbytery

Ohio Valley Presbytery

Southeastern Illinois Presbytery

Wabash Valley Presbytery

Whitewater Valley Presbytery

\*Position Type (check one):

Installed Pastor

Interim/Transitional Pastor

Non-installed Pastor

Commissioned Pastor (CRE)

Chaplain

Youth Ministry Position

Christian Educator

Preschool/Daycare/Child Care Staff

Church Administrative Staff

Financial Staff

Facilities/Maintenance Staff

Music Staff

Educational Institution Faculty/Staff

Nonprofit Organization Staff

Mid Council Staff

Other

### Congregation/Organization Size:

Under 100

101-250

251-400

401-650

651-1000

1001-1500

Over 1500

N/A

## Community Type:

Rural

Small Town

Suburban

Urban

College

Retirement

Other

N/A

## Certification/Specialized Training Requirements:

Intentional Interim Ministry Training

Christian Educator Certification

Conflict Mediation Training

Business Administrator Certification

N/A

## \*Congregation/Organization Name

Organization Website:

https://

Facebook URL:

https://

YouTube URL:

https://

X/Twitter URL:

https://

Instagram URL:

https://

LinkedIn URL:

https://

\*Invitation to Serve Statement (100 max characters):

\*Upload a Job Description PDF (Max. file size: 30 MB):

\*Salary:

\*Photo of your ministry (Max. file size: 30 MB):

[Choose a photo that represents your ministry — it could be an event, the worship space, the building, etc.]

### Submitter's Information

Name

Email

Phone

EXAMPLE



## Director, Arts and Music Ministry

**Date Posted:** March 6, 2024

**Organization:** Westminster Presbyterian Church

**Job Type:** Full Time

**Position Type:** Installed Pastor Music Staff

**Presbytery:** Wabash Valley Presbytery

**Salary:** \$26,000

**Organization Website:** <https://www.wpcmunster.org/>

**Organization Social Media:** <https://www.facebook.com/wpcmunster>

**Congregation Size:** 651-1000

**Community Type:** College

**Certification/Specialized Training Requirements:**

**Position Description PDF:** [Open PDF](#)

**Position Details:**

The Director, Arts and Music Ministry (“the Director”) helps create and implement the spiritual and artistic vision of Westminster Presbyterian Church, in keeping with its long- term vision and planning. The Director supports these ministries by overseeing the musical, artistic, managerial, and operational elements of:

- Worship service music (both traditional and contemporary), the Sanctuary Choir, the Handbell Choir, musicians,
- Children’s Arts and Music programs and other productions
- Special music services and experiences with guest artists and ensembles
- The music for special services, including Advent and Christmas, Ash Wednesday, Holy Week Services, Easter
- Sunday, and any and all other special services that may occur, including memorial services and weddings
- Artistic and dramatic events including but not limited to special events such as concerts, plays, and theatrical performances

Excellent interpersonal skills will include patience, clarity, and ease of communication necessary to integrate with other programs and work with

the Worship and Music Committee, other Committees, Departments, and individuals. Musicianship to consistently craft strong performances, at times integrating music and arts, is essential.

### **VISION**

The Director views this position as one of ministry to and with the congregation and the wider community, especially participants in artistic ministries. Creating a vibrant, focused church is essential to accomplishing the goal of reaching, teaching, and growing people as disciples of Jesus, in keeping with WPC's mission of diversity, inclusion, and transformation. Through music and arts, to prepare for and organize the planning, preparing, and presenting of culturally relevant and inspiring worship experiences, engaging internal and external resources; to train, grow and utilize talents are in the areas of Music, Audio/Visual production, Drama and Electronic Arts; to engage the local community in this Ministry.

### **RESPONSIBILITIES**

Oversees Music and Worship, in the areas of Choir, Bell Choir, Organ, and other initiatives as needed.

Partnering with the Director, Children and Youth Ministry, develops and expands opportunities for children and youth to participate in and lead worship through music and arts ministries and productions; Includes the potential for and development of after- school programs.

Directs musicians, vocalists, technical/creative artists in the production of weekly worship services and periodic special events.

- Provides arts support as needed in the production of special events, drama, and other church activities.
- As a team member, plans Sunday morning music and audio/visual services in consultation with the Pastor and the Worship and Music Committee, including the Long-term Planning Committee when required.
- Supervises both paid and volunteer staff within the Arts and Music Ministry
- Oversees Arts and Music volunteers and paid musicians / artists, internal and
- Develops the Arts and Music Ministry in the light of changing resources and community

- Coordinates with others in planning and presenting special and seasonal

### **DESIRED SKILLS, KNOWLEDGE, AND ABILITIES**

The successful candidate has many of the attributes listed below. It is recognized that each area's depth of experience will vary. The ideal candidate will be able to work flexible hours during the week, with required hours on weekends. Other qualifications:

- Has experience with and a desire to integrate broader expressions or elements of worship, including drama, visual arts, and related productions
- Has a working knowledge of audio-visual and technical systems for worship, in order to integrate progressive visual arts processes
- Is a servant leader and team player who serves with energy, intelligence, imagination, and love—through all aspects of ministry, and with all ages and backgrounds of volunteers, church leaders, Committees and congregational teams

### **QUALIFICATIONS / REQUIRED SKILLS**

- Must be at least 18 years of age
- Has experience and formal education in Music education, the Arts, or similar experiences, preferably in a medium to a large congregation.
- Demonstrates excellent supervisory, organizational, and administrative skills in guiding staff and volunteers and managing programs.
- Ability to work in an environment with diverse
- High-level emotional intelligence with an ability to navigate dynamics in situations with ambiguity and divergent personalities.

### **JOB STATUS**

Schedule: Flexible weekdays; Sunday, 8 AM – 12 Noon Hours and days may vary depending on WPC activities

Must be available to work during special events and holidays as needed (e.g., Advent, Christmas week, Holy week)

Reports to and is accountable to the Pastor

### **PHYSICAL REQUIREMENTS**

The position may occasionally require the ability to assist with the adjustment/ installation/ connection of arts and music related media equipment along with other communication necessities, requiring standing,

kneeling, climbing (such as ladders), stretching, crouching, working in small or narrow spaces, etc.

***WPC is committed to equal employment opportunity (“EEO”). It is therefore WPC policy to prohibit discrimination and harassment against any applicant in consideration of all state and federal law. Per WPC’s EEO Policy, WPC seeks remedies for any and all claims of discrimination, inappropriate conduct in the workplace, and prohibits retaliation of any kind for reporting violations of its EEO Policy.***

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, skills or physical requirements. WPC reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time. Upon hire, the position is for no definite period of time and may change with or without notice.***

**Address:** 8955 Columbia Avenue, Munster, IN 46321

