**Job Description: Director of Music & Worship 11.03.20**

**Ministry Objective:**

To develop and lead the worship and music ministry for Calvary Bible Church in consultation with the senior pastor, in a way that is consistent with our purpose values and theology.

**Qualifications:**

**General Competencies:**

1. Must be male in gender.

2. Must have trusted Jesus Christ as personal Savior.

3. Must have a doctrinal perspective in agreement with that of Calvary Bible Church.

4. Preferred to have a Bachelor’s Degree in related field. It is essential that he has an excellent knowledge of the Word of God.

5. Must have a minimum three years of experience in a church-related setting.

6. Must have attested musical skills and competence.

7. Must have attested administrative and organizational skills.

8. Must be able to organize, recruit, equip, motivate, and train adult volunteers.

9. Must be able to implement policies developed by the Senior Pastor and Executive Committee.

10. Must be adept at communicating effectively on both a public and individual level.

11. Must be dependable, responsible, self-motivated and creative.

12. Must be committed to Calvary Bible Church’s vision, leadership, and people.

**Musical Competencies:**

1. Must have ability in wide range of styles including Christian classics (hymns) and contemporary music.

2. Must have ability to lead worship and to train others to worship both individually and in a group.

3. Must have professional quality keyboard skills (preferred) or guitar skills.

4. Must have experience with leading choral and band conducting.

5. Must have ability to produce and direct special events, musicals and Programs.

6. Must have (or be willing to develop) experience with technical aspects of contemporary services: for example, sound board, theater lights, video editing, etc.

**Organizational Relationship:**

The Director of Music and Worship reports directly to the senior pastor and the executive committee. This is a full-time position.

**Responsibilities:**

1. Select and plan music for Sunday services.

2. Participate in the creative planning of Sunday and special services with Senior Pastor and other staff members.

3. Provide musical leadership for public worship.

4. Oversee the scheduling of accompanists and other musical elements of services.

5. Recruit, equip, motivate, supervise and shepherd music team leaders and musicians.

6. Develop musical teams and ensembles for services.

7. Direct and oversee technical aspects of all worship events (i.e. sound, lighting, video projection, etc.)

8. Maintain a strong prayer base for the music ministry.

9. Maintain the music library.

10. Serve as ex-officio member of the music committee.

11. Manage a budget in collaboration with the church treasurer, music committee, and senior pastor.

12. Schedule maintenance and tuning for pianos and sound equipment.

13. Work continually on developing and improving personal skills for use in ministry so that worship ministry can grow within our congregation. Participation in workshops, seminars and conferences is encouraged and expected.

14. Communicate faithfully with the senior pastor and staff.

15. Participate in the life and ministry of the church.

16. Attend weekly staff meetings.

17. May be asked to perform other duties or tasks.

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**Interim Period:** A potential candidate for this position will begin with a one year interim period. This trial period is for both the individual and the church to see how well each fits with the other. If, after a one year period, both the staffer and the church leadership are in agreement then a formal job offer can be made. At such a time compensation may be reevaluated.

**Interim Period Oversight:** A minimum of 30 hours work p/w will be required during the interim period. The senior pastor will have oversight of the work hours as well as hold weekly meetings to discuss job development and performance. Other employment is allowed during this time but is not to exceed 25 hours p/w and should not conflict with days or hours required for church work. Outside employment details must be approved by the senior pastor.

Approved by the Calvary Bible Church Executive Committee

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Chairman Date