



1000 E. Janss Road, Thousand Oaks, CA 91360
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Director of Music Ministry & Creative Arts

Job Description - The United Methodist Church of Thousand Oaks – Thousand Oaks, CA

Reports to: Senior Pastor | Status: Part-Time (20+ Hours/Week)

Position Overview

We are seeking a Director of Music Ministry to build, grow, and lead a vibrant music program for our congregation, while supporting the visual and technical elements that create an inviting Sunday worship environment. This position is ideal for a Christ-centered musician, talent connector, and collaborative leader who loves God, loves people, and desires to use their gifts to cultivate a warm, engaging, and growing worshipping community across all generations.

Our ideal candidate is a joyful, collaborative, and energetic musician who leads with both excellence and humility. We are looking for someone who will inspire our congregation, shepherd our musicians and vocalists, reach out to congregational talent, encourage children and youth to participate, operate with professionalism, and ensure our technical volunteers (sound, visuals, livestream) are supported so our worship environment remains inviting and distraction-free.

The Person We Are Seeking

Our ideal candidate will:

- **Heart for Vibrant Worship:** Have a genuine, growing relationship with Jesus Christ and a deep heart for leading lively, authentic congregational music.
- **Accomplished Musician & Leader:** Be a skilled singer and musician proficient in leading music from piano and/or guitar, with the ability to direct vocal ensembles and instrumentalists.
- **Program Builder & Talent Connector:** Possess a vision for building and expanding a church music program, actively reaching out to, networking with, and scheduling local talent, guest musicians, and community artists.
- **Relational, Professional, & Encouraging:** Model high standards of professionalism, dependability, kindness, and collaboration, recognizing that ministry is built on strong relationships.
- **Generational Heart:** Love engaging people of all ages—children, youth, adults, and older adults—helping them discover and grow in their musical gifts.
- **Versatile & Adaptive:** Comfortably bridge traditional hymnody, modern praise music, and choral music, valuing theological depth and participation over performance.
- **Supportive Tech Mindset:** Be comfortable enough with live sound, projection, and livestream basics to support, equip, and guide our tech volunteers effectively.
- **Open-Hearted Faith:** A vibrant Christian faith with an openness, sensitivity to, and willingness to learn United Methodist worship traditions and theology.

Primary Responsibilities

Music Leadership, Program Building & Pastoral Alignment

- Serve as the primary musical leader during Sunday services, leading congregational singing with warmth, professionalism, and authenticity from piano and/or guitar.
- Select and arrange music in close alignment with the Senior Pastor, ensuring all selections support the weekly sermon theme, Scripture passages, and liturgical calendar.

- Build, grow, and expand the church's overall music program over time, establishing new ensembles, music touchpoints, and special musical offerings as capacity grows.
- Direct, mentor, and conduct rehearsals for vocalists, praise teams, and instrumentalists.
- Intentionally create pathways for children, youth, and emerging musicians to participate and grow in their gifts.

Team Building & Relational Leadership

- Recruit, schedule, and encourage musicians, choir members, and vocalists of varying skill levels.
- Build a supportive, prayerful, and welcoming team culture where rehearsals prioritize spiritual growth, hospitality, and mutual encouragement.
- Partner weekly with the Senior Pastor to collaboratively plan cohesive, spirit-led services.

Technical & Visual Worship Support

- Lead and support worship technology volunteers, ensuring reliable live sound, slide projection, lighting, and livestream feeds for Sunday services and special events.
- Troubleshoot basic AV needs and collaborate with tech team volunteers to maintain a clear, comfortable audio and visual environment that avoids distraction.

Administration & Resource Development

- Manage the music ministry budget in collaboration with church leadership; partner with leadership on creative fundraising initiatives or grant opportunities to support music program growth and special projects.
- Prepare rehearsal schedules, maintain the music library, oversee CCLI song licensing, and manage instrument care.
- Maintain high standards of professional communication, punctuality, organization, and administrative care in all interactions with staff, volunteers, and guest artists.

Qualifications & Experience

- Demonstrated experience leading music in a church setting.
- Strong vocal ability and proficiency leading worship from **piano and/or guitar**.
- Experience directing choirs, vocal teams, and instrumentalists.
- Practical working knowledge of live sound systems, presentation software, and livestream production tools.
- Strong organizational, communication, and interpersonal skills.
- Bachelor's degree in Music, Church Music, Worship Arts, or equivalent practical ministry experience preferred.
- Must pass a standard background check.