# Director of MusiC Job Description



| Employment Start Date | ≈ September, 2018 |
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| Contact Information | Address: 2540 Center Street, Bethlehem, PA 18017 |
| Reports to  | Staff/Parish Relations Committee |
| Supervisor | Pastor - for daily ministry accountability |  |  |
| Hours | Salaried; full-time (40 hours /week) (wage commensurate with experience, ≈ $60,000) |
| Website | www.WesleyChurch.com |
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| needed competencies; behaviors; skills |
| The Director of Music/Worship Ministries is directly responsible for the oversight and management of the music program and weekly worship which includes children, youth, and adults. To achieve this the Director of Music/Worship Ministries need to demonstrate the following:1. Proficient guitar and/or keyboard skills; organ skills preferred as well
2. Ability to collaborate in the construction of worship experiences in both traditional and contemporary settings
3. Recruit, train and retain all types of volunteers to participate in the various musical ministries of the church
4. Create and ensure the implementation of a marketing plan that reaches a wide variety of local and non-local audiences and families
5. Create and deliver music and worship ministry training to leaders, adults, and staff as needed
6. Clearly communicate your Christian faith journey
7. Provide encouragement, support and mentoring to children, youth, adults and ministry volunteers as needed
8. Create engaging music opportunities and activities that allow for children, youth, adults, families, leaders, and volunteers to grow in their faith and participate in worship on a regular basis.
9. Continually educate yourself in a strong theology of worship and music
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| task Description |
| The Director of Music/Worship Ministries is directly responsible for the oversight and management of music program and weekly worship to include but not limited to the following:1. Provide direct musical support to *both contemporary and classic style worship services* on an ongoing basis, based upon skill level and preferred instrument
2. Create and implement a vision and plan (including marketing) for a music program, worship ministries and associated events
3. Create and implement a yearly programming calendar to include the integration of children, youth and adult choirs, bell choirs, special music, etc. into the worship experience.
4. Communicate and collaborate with the Pastor, Wesley staff and volunteers to create integrated and engaging worship for children, youth, and adults.
5. Lead keyboardist/guitarist, and director/conductor of all choirs and special music programs based on personal skill set
6. Lead the contemporary worship band and/or lead choir/s and special groups in worship based on personal skill set
7. Lead worship in collaboration with the Pastor by leading specific and appropriate sections of worship and using musical settings and selections to enhance the experience
8. Recruit and equip volunteers
9. Oversee all technical aspects of music and worship including the weekly projection for songs and related visuals, in consultation with AV technicians for a given Sunday when needed.
10. Maintain a specific area of website (aided by website admin) and communicate via social networking sites for maximum exposure
11. Attend a continuing education event every year

Other duties1. Plan and attend all music rehearsals. (Ensemble, voice choirs, bell choirs, etc.…)
2. Attend weekly staff meetings with the Pastor and other staff
3. Attend worship team meetings (approx. 1x/month) – (currently in formation)
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| Job requirements |
| * Two or more years’ experience leading in a music-related church ministry setting
* Two or more years’ experience leading worship in a church ministry setting
* Undergraduate degree in a music-related field (i.e. teacher) or equivalent CEU training in music ministry or equivalent experience and recognized training in music ministry or undergraduate degree in worship, or equivalent CEU training in worship or equivalent experience and recognized training in worship
* Current Clearances (Pennsylvania Child Abuse History, Pennsylvania Criminal Record Check, FBI Fingerprinting Background Check)
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| Spiritual requirements |
| * Active and professing member of a Christian church (need not be at Wesley)
* Agree, for the sake of the Church, to adhere to the *2016 Book of Discipline of the United Methodist Church*
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| **job classification** |
| * Salary, Full time
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| **Note** |

Dear Applicant,

Wesley Church realizes this job description is quite broad in scope, speaking to multiple types and styles of skills and leadership. That is by design. Wesley Church wishes to employ those who have an appreciation for all styles of music, and those who can move fluently between them as needed to effectively direct the program. Of course, we realize the probability of finding one person who can fulfill these many and varied roles and skills may be difficult. You, as an applicant, may have greater skills in one area or another. Please apply anyway! If we hire you for the skills you possess, even though they may not cover this description in its entirety, additional hires may take place to compliment what you have to offer. Please know our priority is to find a Director of Music who, while possessing high competencies in administrative and relational skills and tasks, may not possess the full range of musical skills as stated in this description.

Wesley Church is committed to worship in multiple styles as well as musical excellence in each; namely traditional and contemporary. With this hire, Wesley has an opportunity to regain a greater sense of the beauty and majesty of traditional worship by redeveloping our chancel choir, among other musical opportunities. It also promises to enhance our contemporary worship direction. In short, this is a strategic hire with the hopes of strengthening both styles of worship and offering all our music to the glory of God.

We appreciate your consideration of becoming part of our family. God bless you as you make your decisions.

For the Staff/Parish Relations Committee,

 Pastor Andrew Krpata