

GAITHERSBURG PRESBYTERIAN CHURCH

Director of Music and Worship Arts

Position Description – December 2014

Revised: July 2018

The Director of Music and Worship Arts oversees and coordinates GPC's music and worship arts programs. The purpose of the position is to create an environment where disciples can be made, equipped, and sent in accordance with the GPC vision and mission by assisting them in offering their gifts and talents to Christ, directing attention to Him, not ourselves.

Relationships and Accountability

The Director of Music and Worship Arts is employed by Session (GPC's governing board) and reports and is accountable to the Head of Staff. The Director of Music and Worship Arts supports the goals and objectives of the Vital Worship Ministry. The Director also relates to: pastors, program staff, GPP&K staff, contractors, and church leaders.

Work Schedule

- The work schedule may be established by the employee and the Head of Staff to meet the needs of the church.
- The Director of Music and Worship Arts shall attend weekly Program staff meetings, bi-monthly staff meetings and monthly Vital Worship Ministry meetings.

Essential Functions

- Appropriately draw upon a breadth of worship styles to support meaningful worship of the Father, Son, and Holy Spirit.
- Coordinate with pastors, staff, and lay leaders to unify worship themes and ensure quality and adequate participation.
- Direct the Chancel Choir, Intergenerational Ringers, Canterbury Ringers, Praise Band, and children's music program.
- Manage, coach, schedule, and supervise music and arts personnel. In the case of paid staff, conduct performance reviews at least annually.
- Recruit, train, equip, nurture, schedule, and supervise lay volunteers. Identify and develop future worship leaders.
- Support and coordinate the use of fine arts, drama, and/or dance to enhance vital worship.
- Ensure timely and accurate communication surrounding music and worship activities.
- Develop an annual music budget for approval by the Vital Worship Ministry; implement the same following approval.
- Supervise selection and cataloguing of music. Arrange for care and maintenance of church-owned musical instruments.
- Consult regarding the musical needs of weddings, funerals, and special occasions.
- Participate in evaluating effectiveness of programs.
- Ensure that programming generally reflects Presbyterian/Reformed theology

Core Competencies

- **Organizational Commitment** - love for Jesus Christ and commitment to the vision, mission and values of Gaithersburg Presbyterian Church; demonstrates respect for people of varying backgrounds and cultures; willingness to learn and grow personally and professionally.

- **Skills/Training** - Bachelor's degree (preferably in music) from an accredited institution and/or at least 5 years of experience in directing a church choir and/or church music program. Experience with contemporary worship music, ability to accompany on both piano and organ.
- **Interpersonal Skills** - communicates effectively; maintains confidentiality and appropriate boundaries with others.
- **Management Skills** – has strong ability to plan, organize and coordinate with others; ability to multitask and work in an environment that may have frequent distractions; effectively manages time.

Evaluation

The Director of Music and Worship Arts will receive an annual written performance evaluation.

Job Classification

Regular full time

Salaried

Exempt