

Position Description

Position Title: Director of Contemporary and Traditional Music

Purpose: To provide a ministry of music that glorifies God and elevates Christ. Bringing the congregation into meaningful worship through music.

Reporting Relationships: This Director position reports to the Senior Pastor and is also responsible to the chair of the Worship Committee of Session.

Principal Responsibilities

1. Oversee and coordinate all aspects of the church's Music Ministry including hymns, worship music, and choral offerings.
2. Supervise the Organist / Accompanist.
3. Coordinate and/or lead the Worship Band. Secure musicians (instrumentalists and vocalists) for the contemporary music components of all church services and events. In addition to regular Sunday morning services, this may include special services, concerts and other events.
4. Direct Vocal Choirs (adult and children's)/ Ensembles / Hand Bell Choir -- recruit participants, select music, conduct rehearsals, schedule times for worship participation.
5. Recruit and mentor volunteer musicians and vocalists, this is a large component of this position.
6. Serve as music staff representative on the Worship Committee of Session.
7. In coordination with music staff and pastoral staff, plan the music components of all Sunday and special services (Easter, Christmas, Lent, Memorial Services, etc.).
 - a. Meet weekly with pastoral staff to effectively select and integrate music with the order of worship.
 - b. Regularly communicate with Organist, Worship Band and Worship Technology Coordinator regarding music plans / needs for Sunday services and special services.
 - c. Coordinate and schedule musicians to provide offertories and other special music for worship services and other services.
 - d. Ensure that all who provide special music are prepared and have any necessary accompaniment.
8. Arrange for a substitute in the event of any music staff person's absence from a service.
9. Evaluate, propose, and then coordinate any outside musical groups once approved by the Worship Committee for participation in NPC services.
10. Seek Session approval for any special musical events related to the Music program.
11. Recommend to the chair of the Worship Committee the annual financial plan for the music ministry and to manage within the budget once approved by the Session.
12. Schedule needed maintenance and/or repairs to all NPC musical instruments.
13. Manage and maintain NPC's extensive music library.
14. When available determine with the appropriate parties the most effective use of Memorial funds designated for NPC's Music Ministry.
15. Maintain and recommend needed changes to all Music Ministry property.
16. File the necessary reports attendant to the Music Ministry, e.g., CCLI and NPC's Annual Report.

Education, Experience & Skills Required

S/he will preferably have a college degree in music, preferably at the Master's level and a background in sacred music ministry. Experience directing church choirs, excellent choral directing skills, as well as experience leading worship. Strong organizational and leadership skills are strongly preferred. Some experience as a teacher of music would be desirable. The incumbent should also have experience working in a team-oriented structure/environment and be a good team player. S/he must be a good communicator and be an effective organizer.

Working Conditions

The Director will conduct most of her/his activity on-site at NPC. However, s/he will have the freedom to carry out her/his responsibilities wherever she/he deems most conducive to their accomplishment.

Personal Prerequisites:

The Director will be a committed Christian who knows the Lord Jesus Christ as her/his personal Lord and Savior. S/he must have a high view of the church as Christ's body and so hold the people of God in her/his heart. S/he must have a "servant's" heart with the patience and the perseverance necessary to lead and encourage lay men/women to exercise their natural gifts. S/he must agree to the NPC Core Values as well as the ECO Essential Tenets.

EMPLOYMENT STATUS

Full-time; Non-Exempt

May 2025