

Narberth Presbyterian Church
Narberth, Pennsylvania

Position Description

Position Title: Director of Music Ministry

Purpose: To provide a ministry of music that glorifies God and elevates Christ's body of believers into his holy presence by coordinating the contemporary, traditional and special music offerings.

Reporting Relationships: The Director of Music Ministry reports to the Senior Pastor and also works closely with the chair of the Worship Committee of Session.

Principal Responsibilities

1. Oversee and coordinate all aspects of the church's Music Ministry,
 - a. helping to lead the congregation in the style(s) of musical worship (e.g. contemporary, traditional, etc.) that fits his/her giftings,
 - b. while overseeing/coordinating the musical worship of any remaining styles.
2. Supervise
 - a. the part-time Organist/Accompanist,
 - b. and the volunteer Worship Band and Choir (both of which currently have volunteer leaders).
3. In coordination with music staff and volunteers, and pastoral staff, plan the music components of all Sunday and special services (Easter, Christmas, Lent, Memorial Services, etc.).
 - a. Meet weekly with church staff to effectively integrate music with the order of worship.
 - b. Regularly communicate with Organist, Worship Band Leader, Choir Director 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.
4. Coordinate special musical events (e.g. vocal choirs / instrumental ensembles / hand bell choirs) – recruit participants, select music, conduct rehearsals, schedule times for worship participation.
5. Serve as music staff representative on the Worship Committee of Session.
6. Submit monthly report to Session with updates about the music program as well as upcoming events.
7. Arrange for a substitute in the event of any music staff person's absence from a service.
8. Evaluate, propose, and then coordinate any outside musical groups once approved by the Worship Committee for participation in NPC services.
9. Seek Session approval for any special musical events related to the Music program.
10. 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.
11. Schedule needed maintenance and/or repairs to all NPC musical instruments.
12. Manage and maintain NPC's extensive music library.
13. Determine with the appropriate parties the most effective use of Memorial funds designated for NPC's Music Ministry.

14. Maintain and recommend needed changes to all Music Ministry property.

15. File the necessary reports attendant to the Music Ministry, e.g., CCLI and NPC's Annual Report.

Education, Experience & Skills Required

S/he preferably will have a college degree in music and a background in sacred music ministry. Excellent directing skills; experience directing church choirs and/ or leading praise teams are strongly preferred. Excellent organizational and administrative skills required. The incumbent should also have experience working in a team-oriented structure/environment. S/he must be a good communicator.

Working Conditions

The Director of Music 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. Estimate is that the Director of Music will work 10 – 15 hours per week, including most Sunday mornings.

Personal Prerequisites:

The Director of Music 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 ECO Essential Tenets.

EMPLOYMENT STATUS

Part-time; Exempt

To apply please submit a resume to Linda Behmke, Personnel Chair, at LindaB@narberthpres.org