JOB DESCRIPTION
CONTEMPORARY WORSHIP DIRECTOR
VIENNA PRESBYTERIAN CHURCH

JOB CATEGORY: Manager

POSITION TITLE: Contemporary Worship Director

CLASSIFICATION: 30 hours, with benefits, non-exempt, hourly

REPORTS TO: Associate Pastor for Worship and Adult Discipleship

DIRECT REPORTS: None

SUMMARY OF THE POSITION

Under the direction of the Associate Pastor for Worship, the Contemporary Worship Director plans and oversees the music for all contemporary worship music and contemporary musical programs at Vienna Presbyterian Church (VPC).

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

In collaboration with Associate Pastor for Worship, the Lead Pastor, and the Worship Planning Team, the Contemporary Worship Director:

- Ensures the service plans for contemporary worship music are ready in advance of the worship planning meetings.
- Evaluates contemporary worship music to improve content, presentation and impact.
- Prepares a long range and annual contemporary music program plan and related budget.
- Working in concert with the pastoral staff and other professional staff, guides, develops and implements necessary contemporary worship music support for holiday and special services including, but not limited to:
    - Holy Week (Palm Sunday, Maundy Thursday, Good Friday, and Easter)
    - Advent, Christmas Eve, and Christmas Day
    - Ash Wednesday

Music

- Meets weekly with the Associate Pastor for Worship to select congregational and special music for contemporary worship; final music approval is the responsibility of the pastor(s).
- Rehearses and directs the contemporary worship band and vocalists, including rehearsals in addition to Sunday morning.
- Leads the musical and spiritual development of the worship musicians on the team through prayer, team unity, fellowship events, shared worship/educational events, and mentorship.
- Cultivates the musical and spiritual gifts of those in the congregation, including youth or children, or non-members interested in connecting with the church in order to broaden and deepen the team.

- Mentors the youth worship band and encourages active participation from youth
- Actively learns and brings new worship music to the attention of the musicians and congregation, and incorporates new music that fits the theology, style, and vision of contemporary worship at VPC.
- Leads and helps cultivate musical leadership in worship that helps connect what we are singing to why we are singing it, whether through explanation, prayer, verbal prompting, or body language.
- Develops a roster and secures the services of supplemental, professional instrumentalists and/or vocalists as needed for contemporary music ministry.
- Engages in continued development through conferences and other educational opportunities.

Managerial

- Assists contemporary music staff and volunteers in dealing with individual and organization concerns.
- Under the supervision of, and in coordination with, the Associate Pastor for Worship, reports on the expenditure of the approved contemporary music budget, ensuring that all financial obligations are necessary and within established fiscal allocations.
- Meets with the Associate Pastor for Worship when funds are inadequate and when additional funds are necessary to maintain, replace, or purchase equipment, materials or services required for the contemporary music program as planned.
- Oversees and maintains contemporary music charts and resources for use of the contemporary worship band.
- Is responsible for scheduling and communication with contemporary music volunteers.
- Prepares a review of contemporary music programs and activities for inclusion in the Church's Annual Report, in addition to quarterly reporting for communications and publications of the church.
- Oversees the use and maintenance of musical instruments and equipment for contemporary music, apart from the grand piano, and is responsible for necessary or scheduled maintenance of any instruments. Presents to the Associate Pastor realistic and financially sound options to achieve unbudgeted, out-of-the-ordinary maintenance.
- In coordination with the Traditional Music Director and under the supervision of the Associate Pastor for Worship, recommends and budgets plans for facility modernization and improvement projects from a music department perspective. Contributes to the design, specification, and acceptance phases of all construction, renovation or modernization projects in order to ensure that music department needs are met.
- Attends and participates in regular and other called staff meetings.
- Attends and participates in weekly worship planning meetings.
- Performs other duties as assigned.

<u>QUALIFICATIONS</u>

- Is a committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Possesses a contagious and authentic joy for the work of God at VPC and in our diverse community.
- Affirms the mission and values of VPC and is willing to be guided by them.

- Has significant instrumental/vocal performance proficiency; plus demonstrated experience leading or planning contemporary worship required.
- Exhibits interpersonal, written, and verbal communication skills.
- Is dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Demonstrates strategic planning constantly looking to the future and evaluating the present.
- Has proficiency in Planning Center.
- Has ability to exhibit and elicit enthusiasm for contemporary music styles.
- Has ability to obtain the very best from professional and volunteer members of music groups.
- Is creative and innovative in planning weekly music and special programs.
- Is diligent in practice and study in order to lead the music program with creativity and excellence.
- Must have demonstrated ability to:
    - Lead and motivate a professional and volunteer staff in an organization's music program.
    - Delegate tasks and establish systems of accountability.
    - Work harmoniously with colleagues as a team member.
- Bachelor's degree preferred

WORKING CONDITIONS

The working conditions of the Contemporary Worship Director are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities, and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.