

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

DIRECTOR OF WORSHIP ARTS

Department: Music Ministries
Reports to: Pastor/Head of Staff
FLSA Status: FT/Exempt
Revised Date: November 2021
Group: 2

SUMMARY

The Director of Worship Arts is responsible to the Pastor/Head of Staff for creatively leading all areas of worship arts to include traditional, contemporary and virtual worship styles, bringing specific expertise in one of the following: organ, piano, conducting or contemporary worship leading. This person will also collaborate with clergy in writing liturgy and creating other worship experiences that support all services, creating pieces that are appropriate for each worship venue or event. The Director of Worship Arts supervises all members of the worship/music and technical staff. This position serves as staff support for the Worship Council and its committees as appropriate, directing coordination of worship logistics and volunteer support.

QUALIFICATIONS

- Committed Christian musician
- Master's Degree in music, choral conducting, or other fields associated with worship, liturgy or theology preferred; bachelor's degree minimum
- Demonstrated understanding of Reformed worship and sacraments
- Comprehensive knowledge of a broad range of music including classical, sacred, modern, and global music
- At least 5 years' experience administering large-church, multifaceted music programs
- Accomplished performer with demonstrated competency in at least one area of church worship/music: organ, piano, conducting or contemporary worship leading
- Ability to provide strategic-level oversight to technical/production team members, with experience in both traditional and contemporary venues; as well as working knowledge as it relates to virtual worship venues
- Certification as a Church Musician, through the Presbyterian Association of Musicians or similar organization, desirable

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but not limited to the following:

- Coordinate all the Worship Arts Ministries of the church. Direction for worship services including traditional, contemporary and virtual; as well as worship activities in other ministry areas and fellowship gatherings such as Faith Formation, Children and Their Families, Weekday School, Family Night Suppers, Presbyterian Women, etc. and all music performances including recitals, concerts
- Strategically partner with the Pastor/Head of Staff and clergy team to create theologically appropriate liturgy and other creative experiences that enhance worship experiences at MPPC services and events.
- The Director of Worship Arts will work in coordination with the pastors (attending staff meetings) and the Worship Arts staff to insure the programming reflects the Reformed theology of the Presbyterian Church (USA) and meets the needs of the church, the congregation, and the community
- Manage program development, goal-setting, and the creation of a vision for each area and for the program as a whole
- Supervise the Worship Arts staff; this includes administration of schedules (service and rehearsal) and responsibility for ensuring all staff are best utilizing their talents as well as worship facilities and resources
- Prepare and manage the annual Worship Council budget, gathering information from all appropriate Worship Arts staff; keep accurate records and monitor all worship related expenses
- Strengthen and broaden support for the Worship Arts program within the congregation; this includes inspiring and coordinating various groups of disciples including choir members, accompanists, musicians,

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technicians, parents, teachers, etc.

- Strengthen and broaden ties to the community by organizing and hosting concerts, recitals, visiting performers, education, etc. when appropriate and supportive of the church's ministries; develop music as outreach.
- Coordinate and submit schedules and other information needed for the bulletin or other communications
- Other related duties as assigned by the Pastor/Head of Staff

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Ability to establish and maintain positive working relationships
- Ability to organize and initiate work with a minimum of supervision
- Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- Ability to effectively communicate through verbal, written, or electronic means
- Demonstrates strong organizational skills
- Ability to maintain confidentiality and deal with sensitive pastoral information
- Ability to read, interpret, and analyze complex documents
- Ability to prepare budgets and use financial statements
- Proficient in the generation of a variety of newsletters, flyers, electronic communications, press releases, as well as other types of communication

SUPERVISORY RESPONSIBILITIES

This position provides supervision to the Contemporary Worship & Arts Coordinator, Technical Director, Organist and/or Choir Director, Elementary Children's Choir Associate, Pre-School Children's Choir Associate, Children's Choir Accompanist, Music Associate -Children's Hand Chimes and Hand Bells, Choir Section Leaders, and jointly supervises the Communications Coordinator who provides administrative support for worship/music.

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to: frequent handling of files, books, computer disks and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- Mental requirements include but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

WORK ENVIRONMENT

- The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- The noise level in the work environment is moderate.