



DIRECTOR OF MUSIC & WORSHIP ARTS

The purpose of The First Reformed Church of Pompton Plains is to CONNECT with God and one another, CELEBRATE through participation and worship, CULTIVATE disciples of Jesus Christ, and CONTRIBUTE to our community and beyond. Our vision is to be a church with OPEN DOORS, inclusive and welcoming; OPEN HEARTS, intentional discipleship, and OPEN HANDS, the presence of Christ in the lives of others.

First Reformed Church is a progressive, musically and artistically rich, service and social justice-oriented church for all ages. Our worship combines traditional forms with more modern and informal expressions. There is a strong focus on authentic worship and relevant, meaningful messages.

The **Director of Music & Worship Arts** is a spiritual, musical, and organizational leader who leads songs, coordinates and implements musicians and vocalists, as well as directs the choirs at FRC.

Ministry Area/Department	Music
Accountable To	Pastor of Worship, Strategic Leadership, and Pastoral Care
Key Relationship/Ministry Target	Pianist(s)/Organist(s), Youth Choir Director, Musicians & Vocalists, Congregation
Employment Classification	Specialist, Non-Exempt
Position Time Requirement	Approx. 15-20 hours a week (depending on season of year)

I. QUALITIES & QUALIFICATIONS

- a. A degree in music, worship, or some combination thereof from an accredited college or university. Candidates with significant prior experience could be considered.
- b. An active and vibrant faith in Christ.
- c. Experience leading worship services that bring together the best aspects of a variety of music styles (traditional, contemporary, gospel, folk, world, etc.) A strong relational leadership style is needed.
- d. Ability to develop a relationship of care and concern for all people in the music ministry and an ability to work effectively with a wide variety of people of all ages and perspectives.
- e. Strong vocal and accompanying skills for worship leadership. Accompanying instruments can include keyboard, guitar, or other instruments.
- f. Awareness of trends and an ability to discern best-fit applications for our worship services, setting and culture.
- g. Skilled in administrative aspects required by the position

II. RELATIONSHIPS AND ACCOUNTABILITY

- a. Ministers as a team member in close cooperation with the Pastor of Worship, Strategic Leadership, and Pastoral Care and the Pastor of Discipleship and Missional Engagement.

- b. Work with the Church Pianist/Organist(s) and Youth Choir Director as a team, mutually enabling, supporting and supplementing each other's work in the ministry of music.
- c. Supports volunteers, helping them reach their greatest potential.
- d. Be a liaison to the FRC worship team, staying connected to their work, asking for help and support where appropriate.

III. THREE AREAS OF RESPONSIBILITY

DIRECTION OF CHOIRS/MUSICIANS/VOCALISTS

- a. Chancel Choir - Develop a broad range of choral music, organize and direct the choir's scheduled rehearsals, direct and assist soloists and small group ensemble preparations for Sunday worship and special/seasonal presentations.
- b. Bell Choir – Recruit and train members of the handbell choir; select music, organize and direct the choir's scheduled rehearsals and performances in Sunday worship and special/seasonal presentations.
- c. Volunteer Development - Proactively grow and develop the worship arts and music ministry volunteers through recruiting, music training, and spiritual formation including individual participation and small group participation.
- d. Instrumentalists - Acquire and coordinate additional paid instrumentalists and guest musicians for rehearsals, special services, and special programs.
- e. Provide vocalists and/or musicians for all summer and special services such as Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving Eve, Christmas Eve, etc.

CONGREGATIONAL WORSHIP, PLANNING & LEADERSHIP

- a. Serve as song-leader for worship services. We envision this person would be the “lead worshipper” helping the congregation connect with God through song in worship.
- b. Plan weekly music and worship elements for all regular, seasonal, and summer worship in cooperation and consultation with the pastoral staff and illuminating the themes that are chosen for worship.
- c. Develop and lead alternative music opportunities to the congregation occasionally such as hymn sings, concerts, etc.

ADMINISTRATIVE TASKS

- a. Develop and implement goals and objectives for the Music & Worship Arts ministry.
- b. Supervise Staff Organists/Pianists and Children/Youth Choir Director.
- c. Maintain an organized library of music and workspace.
- d. Provide bulletin information to the office manager in a timely fashion.
- e. Administer the business aspects of the Music and Worship Arts ministry, including the development of an annual budget, overseeing expenditures, and projecting capital music purchases as well as the maintenance and care of all music supplies, equipment, and instruments.
- f. Schedule and lead Worship Music Planning Team meetings.