

**Presbyterian Church of Novato
Music Ministry Director
Position Description**

JOB SUMMARY:

A 24-32 hour/week position to bring skillful leadership of music @ PCN including planning, preparation, and coordination of all PCN music teams for worship and beyond.

ACCOUNTABILITY:

To Session with director supervision provided by the Pastor.

RESPONSIBILITIES:

WORSHIP & MUSIC LEADERSHIP

- 1) Provide for oversight of the PCN Music Ministry including p/t music staff (instrumentalists, vocalists, or other paid leaders (if any).
- 2) Work well with people from all backgrounds and abilities in music creating safe, hospitable music teams with the goal of excellence.
- 3) Plan, coordinate, and present music for worship services.
- 4) Ensure the purchase, copying, and distribution of music to musicians and vocalists personally, or through ensemble leaders, or volunteers.
- 5) Provide skillful and competent leadership and presentation for several of the PCN ensembles including at least one primary ensemble (currently the chancel choir and the praise band)
- 6) Recruit & train, or retain, the needed leaders for the remaining ensembles including congregational singing leaders.
- 7) Build and maintain worship ensemble teams (Chancel Choir, Bell Choir, Praise Band, & a Children/Youth ensemble) through recruitment, scheduling, and rehearsing with musicians.
- 8) Identify and utilize available skilled musicians as well as future musicians to participate in music leadership and/or ensembles.
- 9) Work with PCN Personnel Committee to find & hire instrumentalists & vocalists as needed.
- 10) Work with other staff to innovate and create new ways for utilizing music in order to faithfully live into PCN's mission & vision.
- 11) Develop techniques for helping the congregation learn new music (i.e. play through a verse, teach a chorus, having one voice sing the melody).

WORSHIP & MUSIC PLANNING

- 1) Working with the Senior Pastor, plan the flow of worship services as well as music selection.
- 2) Search and select music that is suitable for congregational singing as well as a plan to introduce and teach new songs to the congregation.
- 3) Ensure successful integration of all genres of music styles from traditional hymns to the most contemporary songs on the radio.

ADMINISTRATION

- 1) Provide a worship leadership schedule of musicians of 3 to 6 months duration.
- 2) Compile and maintain the constantly evolving collection of songs and hymns used in worship

- 3) Schedule and coordinate facility use (in conjunction with staff) for related worship music rehearsals and performances.
- 4) Work with the Administrative Assistant to provide accurate lyrics and elements of worship for production of bulletins and visuals by the Wednesday prior to Sunday worship.
- 5) As directed, attend pertinent staff related events.
- 6) Make a regular use of avenues of communication to give and receive information and feedback about the congregation's worship experience related to music.
- 7) In conjunction with staff, create avenues to utilize music in other PCN activities, ministries, and opportunities outside of worship.

PROFESSIONAL REQUIREMENTS:

- 1) Faith in Jesus Christ
- 2) An excellent, experienced musician (instrumental and/or vocal), skilled in leading and performing traditional and contemporary music.
- 3) Ability to read music & play an accompanying instrument: piano, keyboard, organ, and/or guitar
- 4) Effective organization and communication skills
- 5) Ability to work successfully with people of diverse personalities and backgrounds
- 6) Complete the PCN Safe Place Policy Requirements

PREFERRED QUALIFICATIONS (not required):

- 1) College degree in music
- 2) Working knowledge of A/V technology

COMPENSATION

- 24 - 32 hours/week
- \$30-\$45 /hour
- Hours & Compensation based on background, experience, skills, & education.
- Includes vacation, sick days, and potential healthcare reimbursement commensurate with hours.