



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>DIRECTOR OF CONTEMPORARY MUSIC</b>
<b>REPORTS TO:</b>	Pastor, Worship Committee Chair
<b>CLASSIFICATION:</b>	Exempt - Ministerial

**POSITION SUMMARY:**

The Director of Contemporary Music assists in worship leadership by developing and implementing an exceptional music ministry for the contemporary (praise) worship service.

**RESPONSIBILITIES:**

Music Program

- Assists in leading contemporary worship services throughout the year in coordination with the Pastor and the Worship Committee by planning the music to be used, including special music, guest musicians, etc.
- Works with the Pastor in designing worship based on the themes for the weekly sermons.
- Oversees the operation and maintenance of sanctuary sound, lighting and audio/video systems used for the contemporary service.
- Works with the Tech Team Leader or other designated member in assessing needs and planning upgrades and necessary new equipment when appropriate,
- Acts as a resource person to other ministries in connection with contemporary music, attending their meetings as appropriate.
- Submits a proposed contemporary music budget for each year to the Worship Committee in its preparation of the annual budget for the Session.
- Purchases music, instruments and equipment, licenses, etc. for contemporary worship within budget limitations.
- Oversees the maintenance of the contemporary music library.
- Secures facilities after rehearsals and worship services as appropriate. (This includes putting away music etc., adjusting air conditioning if needed, turning off lights, sound system, locking building, etc.)
- Organizes with Pastor and provides music at church retreats and special events.
- Absences should be communicated to the Pastor and Worship Committee Chair as much in advance as possible. Vacation must be approved in advance by the Pastor and Worship Committee Chair.

Worship Team

- Directs/Leads Worship Team during worship services.
- Schedules and conducts rehearsals (weekly and special) of the Worship Team and selects appropriate music for this team and guests. Leads the Team for both regular and special contemporary services, retreats, or events.

- Recruits and directs vocalists and instrumentalists for the Worship Team to support the style of worship desired by St. Mark.
- Oversees the maintenance of the church-owned instruments and equipment used by contemporary worship service.
- Oversees the “set up” and “take down” of the equipment etc. used in rehearsals and services by the Worship Team as required.

***NOTE:*** *The Director of Contemporary Music may use St. Mark facilities and instruments to give a limited number of private lessons or rehearsals, which must be coordinated with the church calendar. Extended use of St. Mark facilities and instruments must have prior approval from the session.*

**TIME REQUIREMENT:** Exempt with estimated work time of 10-15 hours per week

**WORK ENVIRONMENT:** This position operates in a professional church office environment, often rehearsing in the Sanctuary. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

**QUALIFICATIONS:**

- Possesses a sense of call to the ministry of leading worship music
- Be a committed Christian and possess an understanding of the beliefs and practices of the Presbyterian Church (USA).
- Reads music, has had musical training, has a melodious/pleasing voice and proficiency on a musical instrument is preferred
- Has knowledge of hymns as well as contemporary praise songs and choruses -- blended worship
- Experience with musical group settings
- Engaging personality/enthusiasm to connect with the congregation
- Be able to communicate a personal testimony
- Possesses a Bachelor’s degree or equivalent experience.
- Committed to the mission and ministry of St Mark Presbyterian Church.
- Has and maintain a valid Texas driver’s license.
- Be able to speak, hear, understand, read, and write English.
- Has excellent verbal and written communication skills.

**COMPETENCIES:**

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual’s and ministry team’s efforts to succeed; open to others’ views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise

- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**EVALUATION:**

The Director of Contemporary Music will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Worship Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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SIGNATURE OF DIRECTOR OF CONTEMPORARY MUSIC

DATE