



## **Job Description**

### **Covenant Presbyterian Church**

**Position:** Director of Contemporary Music and Worship Arts

**Classifications:** Full-Time, Program Staff, Exempt

**Supervises:** Lay members and paid staff of the worship team

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#### **Job Objective Summary**

Coordinate, plan, and lead contemporary worship music for the contemporary services and provide leadership for the worship arts ministry.

**Qualifications:** Bachelor's degree in music preferred with a minimum of three to five years experience leading contemporary worship music. Knowledge of notation, music theory, music technology, and standard harmony, as well as mastery of at least one musical instrument and demonstrated leadership of a music ensemble required. Proven ability to coach modern instrumentalists and vocalists. Proven ability to multi-task and problem solve. An understanding of the role of music, dramatic/creative presentations, and dance in the Reformed Presbyterian tradition of worship would be a plus.

#### **Essential Functions:**

- **Planning/Organization:**
  - Participate in worship planning team.
  - Consult weekly with "preaching" pastor for selection of music and possible creative presentations in worship
  - Plan and arrange music for contemporary services that encourages engagement/participation, reflection, and worship consistent with service objectives
  - Assist with planning and coordination of the process for continued development of Contemporary Services, including competent leadership capacity during absence.
  - Assist lay leadership in the development of and oversee the management of the annual operating budget for the contemporary music program.
  - Oversee the Contemporary Worship Fund in conjunction with lay leadership.
  - Provide bulletin and visual proofing
- **Leadership/Management:**
  - Coordinate and lead the Sunday Contemporary Services and the weekly ensemble rehearsals (vocal, band, worship arts).
  - Provide oversight and coordination of set-up and presentations for the Contemporary Service ensembles



- Recruit, evaluate, develop, help train and identify gifts of lay participants and potential leaders to grow the core group of leaders for the contemporary worship and arts ministries.
- Remain current with musical trends broadly and in Christian faith development and expression, worship practices and visual presentation, sharing these developments with others to nurture their development
- Create practice tools for the ensembles.
- Recruit, develop, and train youth to participate in worship.
- **Collaboration**
  - Participate in other Church activities, programs and services to support Covenant's mission and promote overall congregational unity
  - Work directly with the Worship Ministry leadership team regarding logistics about the services.
  - Seek opportunities to integrate contemporary and traditional styles into combined worship experiences, such as Commitment Sunday/Covenant Impacts Charlotte.
  - Work collaboratively with all staff to promote positive work relationships.
  - Develop relationships with youth and identify those with gifts to be used in Contemporary Worship
  - Perform additional/other duties and responsibilities as assigned by the Senior Associate Minister for Education and Contemporary Worship or the Senior Minister.
- **Certificates, Licences, Registration, Required Training**
  - Youth Protection Training (Provided by CPC)

#### **Core Competencies:**

- **Collaborative Team Skills**

Demonstrated success working in collaboration with staff and/or church members to build sustainable relationships and work efficiently and effectively for the right end-result, particularly in rehearsal and worship planning and execution. Proven ability to engage with others, establish trust and credibility, inspire confidence and work toward conflict resolution when needed. Desire and ability to motivate, inspire and engage individuals with varying knowledge, experience levels and personality types toward a common goal.
- **Language Skills**

Ability to articulate Christian beliefs and must possess a personal calling to lead worship. Strong reading comprehension, written and oral communication skills with the ability to speak effectively to the congregation and other groups.
- **Technology Skills**

Ability to use worship scheduling software (such as Planning Center), as well as presentation software (such as ProPresenter). Proficiency with running live sound will be an advantage. Proficiency with Microsoft Word, PowerPoint and other basic software, such as Ableton Live, MultiTracks, and Logic/Pro Tools.



**Supervisory Responsibilities:**

This position will supervise lay members and paid staff.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock and vibration. The noise level in the work environment is usually loud.

***This list is not intended to be all-inclusive. You will also perform other reasonably related business duties as assigned by your supervisor.***

*I have read the above and agree to its provisions.*

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: Employee, Administrator, Pastor, Personnel Chair