

First Church of New Knoxville
Job Description
Director of Music Ministry

Goal of Position

The goal of the Director of Music Ministry is to develop and lead the worship music ministry for our church in a way that leads to active congregational participation in Christ-centered, Spirit-led worship, is consistent with our Mission and Faith Statements, and enriches the spiritual lives of the members of our music program.

This includes...

- Selecting, rehearsing, and performing music for worship that is fitting, meaningful, scriptural, appealing, and well-performed, leading to praise to God.
 - Includes Sunday morning worship and special services (Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving, assist with the children's Christmas program as requested, Christmas Eve).
 - Includes planning and participating in occasional joint worship services with NK Methodist Church.
- Regular conversations and coordination with the Senior Pastor at agreed upon times.
 - The Senior Pastor is responsible for the overall structure and flow of the service. The Director of Music Ministry will work with the Senior Pastor to ensure that the music fits well within the service.
- Communicate with the Office Manager, Sound Technicians, and Live Stream team about the service.
- Recruit and lead musicians for the worship service.
 - May include the Praise Team, choirs, and other musicians as needed.
 - Coordinate rehearsals when necessary.
 - May also include planning special music as needed.
 - The option to hire extra musicians for special occasions.
- Assuring that the music selected is varied.
 - First Church seeks to have a blended style of worship. This involves regularly including hymns, contemporary praise songs, piano, organ, the praise team, vocal choirs, bell choir, and children's groups.
 - Music should be God honoring, theologically accurate, and participatory.
 - Coordination of music to weekly themes.
- Knowledge, use of, and maintenance of music library.
 - A working knowledge of SongSelect by CCLI is recommended.
- Arranging for summer musicians during choir pause.
- Schedule of weekly accompanist or substitute as needed.
- Regular meetings with Spiritual Council for prayer, support, and guidance at agreed upon times.
- Occasional rehearsal of Sunday School children for special music, especially at Christmas, as requested
- Maintain church instruments, including scheduling service appointments when needed.
 - Determine who has access to them and when they are available.

Job Qualifications

- Authentic relationship with Jesus Christ as Savior and Lord. This individual should be prayerful, grounded in Scripture, and obedient to the Holy Spirit's leading.
- Good leader with the ability to shepherd volunteer musicians in the Christian life.
- Love and respect for people.

- Attested musical skills and competence.
- Ability in range of all styles of Christian music.
- Ability to recruit, organize, coordinate, and motivate musicians
- An understanding of the church liturgical year
- Maintain a strong prayer base for the music ministry.
- Communicate faithfully with the Senior Pastor, Choir Director, Accompanist, Sound Technicians, staff, and volunteer musicians.
- Skilled in conflict management and navigating interpersonal relationships.
- Participate in the life and ministry of the church.
- Sense of humor and positive attitude.
- Strong team player with the rest of the staff and congregation.
- Committed to the church's vision, leadership, and people.
- Dependable, responsible, motivated and creative.

Position Structure

The Director of Music Ministry reports to the Senior Pastor and works in a team environment with other staff. Annual and on-going performance review will be done by the Senior Pastor.

Hours Worked Part-time: *10 hours per week.*

Pay Structure: Exempt. \$_____ annual salary. Pay is made bi-weekly.

Benefits The Director of Music may take up to _____ services off per year. There are no health or other benefits with this position

For general church employment policies, reference the First Church Employee Manual.