

**First Presbyterian Church of Wheaton
Director of Music Ministry
Job Description**

Purpose

This is a full time position to lead the musical vision of the church and the growth of music ministry in collaboration with the Senior Pastor/Head of Staff.

Responsibilities

Worship Services Planning and Preparation

- Plan music for all worship services with the preaching pastor and Worship Planning Team (every Tuesday) and the Worship Committee (monthly)
- Rehearse, and direct the Westminster Choir (Adult choir) and Celebration Ringers (Handbells)
- Rehearse, and direct all other music soloists, ensembles, and instrumentalists for all worship services
- Assist in creating new worship opportunities
- Arrange for, plan, rehearse, and direct a church orchestra as needed
- Select and rehearse soloists/ensembles/other instrumentalists for worship for all services
- Plan and direct the music portion of the youth programs, K-12
- Coordinate music for weddings and funerals
- Collaborate with staff and lay leaders who organize the liturgists, communion preparers/servers, ushers, A/V people (mics, cabling, etc), worship planning, and the visual arts
- Recruit adults, youth and children into the music ministry of the church and encourage broad participation throughout the music program
- Organist skills are welcome but not required

Administrative

- Oversee the creation of the weekly Sunday bulletin, including music inserts
- Prepare and proof all information for screens used during worship
- Contribute to and keep current the worship planning spreadsheet, up to six months in advance
- Prepare and administer the music budget
- Review and order music for choirs and other musicians
- Maintain the music library, music data base, and all music-related physical spaces (choir room, chancel, and choir loft)
- Arrange for instrument maintenance
- Provide music program information for the church web site and other church communication media
- Other duties as assigned

Qualifications

- Believes in Jesus Christ as his/her Lord and Savior
- Familiar with Presbyterian tradition
- Bachelor of Arts or equivalent required

- Minimum of two years' experience with adult choral direction and church music leadership
- A musical background that includes vocal training, as well as instrumental training
- Organizational, planning, and budgeting skills
- Experience with AV and use of technology related to music management
- Strong interpersonal skills, with compassionate, patient, outgoing and nurturing personality

Relationships

- Accountable to the Pastor/Head of Staff