

LAKE HIGHLANDS PRESBYTERIAN CHURCH (LHPC)

8525 Audelia Road (Audelia @ NW HWY) – Dallas, TX 75238

DIRECTOR OF MUSIC MINISTRIES (CONTEMPORARY AND TRADITIONAL WORSHIP) JOB DESCRIPTION

The Director of Music Ministries (Contemporary and Traditional Worship) enhances the worship experience by leading the church music program in providing quality music for worship, special programs and events, and coordinates and leads in both weekly worship experiences.

He/she must be able to work enthusiastically and effectively with all interested people and possess strong organizational skills.

HOURS: Full time position: Thirty (30) hours per week for planning and preparation (flexible time), rehearsals and worship

PRIMARY DUTIES and RESPONSIBILITIES:

- Plan worship with the pastor and others (as named by the Worship committees or enlisted for that purpose) for both the Contemporary and Traditional Worship experiences that is rooted in biblical theology, consistent with Presbyterian/Reformed liturgics, and helps worshippers to experience the reality of God
- Serve as director for the church's choirs (Chancel and Hand bells) during worship and for seasonal and special occasions, being responsible for stipend/honorariums for section leaders and guest musicians
- Serve as director of the Praise Team (band) for the Contemporary worship experience; being responsible for rehearsal times, equipment management, and stipend/honorariums for musicians and/or lead vocalist
- Direct choirs as needed for special services, (approximately 3)
- Select music appropriate to the seasons; maintain the music library and order new or additional music as needed and within the music budget
- Attend Worship Committees meetings
- Attend staff meetings / worship planning meetings
- Work, by mutual consent, with members of the organizations within the church to prepare for and present special musical activities

- Supervise the organist/pianist in matters of congregational hymns, anthems and other service music involving the choir and/or congregation

These responsibilities may be altered or amended by mutual consent to meet the needs of the church and the Director.

ACCOUNTABILITY: The Director is employed by the Session and accountable to the Session through the Pastor as Head of Staff. He/She also works with the Worship Committees and may at any time address concerns to the Worship Committees or Personnel Committee, as appropriate.

LHPC RESPONSIBILITIES:

Compensation at _____ – annually, vacation time, one (1) week of continuing education time, performance reviews and other employment-related matters will be handled in compliance with Staff Policies

I have received a copy of my Job Description and have discussed it with the Head of Staff

Signed and Agreed by

Date

Signed Senior Pastor

Date