

Worship & Music Director

Scope: The Worship and Music Director is responsible for leading church worship through music in all aspects.

Expectations: The Worship & Music Director will:

- Be a born again believer in Jesus Christ by faith alone
- Read, agree with, and sign the Grace Bible Church doctrinal statement and church constitution
- Possess experience, training, and expertise in the field of music and worship
- Be intrinsically motivated and professional in conduct
- Communicate well with the pastor(s), musicians, and congregation

Responsibilities:

- Recruit, train, and schedule musicians for worship services
- Schedule and lead worship team rehearsals (times and days subject to change)
- Prepare worship team music each week
 - Choose hymns and songs for worship services in coordination with the senior pastor
 - Distribute music to musicians and singers via Planning Center and in rehearsal binders
 - Prepare music and/or musicians for communion the first Sunday of each month
 - Update Proclaim slides weekly with corresponding text for each song
 - Prepare worship music for youth group, along with PowerPoint slides
 - Lead youth praise band rehearsals
 - Prepare PowerPoint slides for AWANA
 - Lead AWANA music time
- Serve as the “Music Librarian” for the church
 - Purchase music
 - Catalog music
- Oversee the maintenance, replacement, and/or purchase of new musical instruments and sound equipment
- Maintain our subscriptions to CCLI and CVLI where applicable
- Organize Christmas services and special events
- Prepare the yearly worship and music budget
- Provide reports and updates for elder meetings, open forum meetings, and the church annual meeting as needed
- Oversight and direction of the sound booth personnel