

The Spring Job Description

TITLE: Director of Music

HOURS: One third time (13-16 hours)

QUALIFICATIONS: Minimum 3 years leadership in church music ministry. Bachelor's Degree preferred. Music and theological education a plus.

REPORTS TO: The Head of Staff

PERFORMANCE RESPONSIBILITIES:

- Lead the congregation in music during worship services (regular and special), as well as equip and schedule others to do so.
- Lead outreach ministries in the areas of music and the creative arts.
- Schedule and effectively lead practice times weekly.
- Organize, lead, equip, and develop worship team(s).
- Organize, practice, and develop special music for worship services, utilizing the gifts of those in the congregation and beyond.
- Build up and mentor the spiritual life of those who have a desire to serve God and the church through the use of their musical talents.
- Choose songs with the oversight of the head of staff that are both clear and theologically appropriate to the ministry.
- Supervise maintenance of and additions to the music library and the musical instruments and equipment with the oversight of the head of staff.
- Supervise the sound, sound equipment, and sound technicians with the oversight of the head of staff.
- Effectively communicate God's Word through the use of music.
- Establish new ministry opportunities and evaluate existing programs.
- Oversee budget and expenditures for the music ministries department in conjunction with the head of staff.
- Perform other duties as assigned.
- Attend staff meetings and special events such the volunteer appreciation evening.
- Lead in special services, such as Ash Wednesday, Maundy Thursday, Good Friday, Easter (morning), Super Bowl Sunday (morning)

SKILLS/PERSONALITY TRAITS NEEDED

- Lives into the mission and the member covenant of The Spring.
- Strong interpersonal skills with the ability to relate to others in today's culture.
- Maturity, openness, integrity and honesty in interpersonal relationships.
- Fully supports the mission of The Spring and its leadership team.
- Excellence in planning, priority setting and execution.
- Established time management skills and organizational abilities.
- Proactive in initiating and doing ministry.

- Creative
- Has a passion for music and worship
- Hard working
- Able to inspire and to motivate others.

COMPETENCIES:

1. Demonstrates musical talent, worship leadership, and team leadership.
2. Perform basic math, including calculations using fractions, percents, and/or ratios.
3. Read a variety of manuals; write documents following prescribed formats, and/or present information to others.
4. Understand complex, multi-step written and oral instructions.
5. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: and office equipment/software.
6. Problem Solving - Identifies and resolves problems in a timely manner.
7. Customer Service - Manages difficult or emotional situations; Responds promptly to members, staff, and public needs.
8. Interpersonal Skills - Maintains confidentiality; Creates and maintains a positive and conducive work environment.
9. Oral Communication - Responds well to questions.
10. Written Communication - Edits work for spelling and grammar.
11. Diversity - Shows respect and sensitivity for cultural differences.
12. Ethics - Treats people with respect.
13. Organizational Support - Follows policies and procedures.
14. Professionalism - Approaches others in a tactful and positive manner.
15. Safety and Security - Uses equipment and materials properly.

LANGUAGE SKILLS:

1. Ability to read and comprehend instructions, correspondence, and memos.
2. Ability to write correspondence.
3. Ability to work with a variety of people and maintain confidentiality of information.

TECHNOLOGY SKILLS:

1. To perform this job successfully, an individual should have knowledge of appropriate approved internet software, **ProPresenter**, Microsoft office (Word, Excel, Publisher, PowerPoint, and other appropriate transportation technology software).
2. Knowledge of sound equipment.

PHYSICAL DEMANDS:

1. 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.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The employee must occasionally lift and/or move up to 25 pounds. In addition, some carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
4. The usual and customary methods of performing the job's functions require the following physical demands: requires driving, sitting, walking, and standing.
5. Specific vision abilities required by this job include close vision and distance vision.

TERMS OF EMPLOYMENT

1. Twelve-month, employee pay and benefits in accordance with Board policy.
2. FLSA: Non-Exempt.
3. Benefits: employee pay and benefits in accordance with Board policy.

EVALUATION:

1. Performance to be evaluated in accordance with the Board policy on evaluation of certified personnel.

Reviewed and accepted by:

Employee's Signature

Date