

MUSIC DIRECTOR

Hours: Half-time (25 hours/week on average); Plan and direct one Sunday service, one choir rehearsal and other duties as described below, including special services. Attend monthly Staff Meetings and Worship Ministry Team Meetings.

Salary: Hourly rate dependent on qualifications and experience, within a range of \$20 to \$ 26.

Church size: 550 members

Denomination: Disciples of Christ

Requirements: Bachelor/masters degree in music; 10-12 years experience in directing music programs for church. Ability to interact with and inspire using a variety of musical styles. Familiarity with Liturgical services is helpful, but a strong Christian witness utilizing traditional and contemporary worship formats is a priority.

Mission: Leading the ministry of music in praise of God. Support the congregation's song with additional musical expression, inspiring participation from congregational musicians, both vocal and instrumental.

Job Description: Direct and coordinate the Traditional service for Torrey Pines Christian Church (TPCC). This position will report to the Lead Pastor for performance direction with guidance from the Director of Operations.

Duties:

Adult Choir: Is responsible for leadership of the adult vocal choir. Conduct choir at regularly scheduled Sunday morning traditional worship service; select appropriate choral music for the service, as well as congregational music in conjunction with the lead pastor. Rehearse with the choir once weekly during season (September through June) and schedule extra rehearsals as needed to prepare for special services and to improve the quality of the choirs. Strong organ and/or piano skills are desired. Work with choir officers to promote fellowship and spiritual growth of members through such means as an up to date choir roster and choir manual, encouraging chaplains to have prayer following rehearsals and Sunday warm up, working with section administrative leaders to follow up on absent choir members and allowing for occasional choir socials. Schedule and conduct an annual choir retreat. Special events which involve the choir and other musicians include, but are not limited to one or two traditional services Christmas

Eve, two special music Sundays, Easter services, Hanging of the Greens, and up to four combined service Sundays with the Bridge. These services may be added to, changed or eliminated as the music life of the church evolves.

Worship Director: For the traditional worship service, build a cohesive worship service combining the elements of scriptures, readings, prayers, responses, congregational music, vocal, choral and instrumental music (including offertory and communion music) to create a service which flows from beginning to end reinforcing the sermon theme of the day in conjunction with the Lead Pastor. This includes creating weekly projections which also support the theme of each Sunday through creative graphics and the creative use of text.

Congregational ministry: Encourage members to grow spiritually through the development of their musical talents and skills. Recruit regular vocal choir members and solo or ensemble vocalists and instrumentalists from within the congregation. Participate in the life of the congregation when possible: coffee hours, educational opportunities, social and congregational events. Working with the Worship Committee, develop concerts and other outreach programs.

Special Music: Arrange for choir members or other congregational members to render appropriate vocal or instrumental musical selections during Sunday morning services when needed. Coordinate with the Handbell director to incorporate the Handbell Choir into regular and special services. Coordinate with the Children's choirs director to incorporate the Children's choirs into regular and special services. Responsible for the coordination of musical and non-musical elements at all special services as developed by the Worship Ministry Team. Help plan and coordinate music for special services, including rehearsals and performances. Coordinate with the Bridge Worship Director regarding combined services, preparing, arranging and/or composing music appropriate for the venue of said combined service. Provide guidance and communication, coordination with other ministries and act as a resource.

Administration: Participate as a member of the Worship Committee to inform and advise regarding the needs of the Traditional service, taking into consideration the suggestions of the Committee and incorporating suggestions as appropriate. Responsible for proposing and administering the annual budget for the music program with Board approval. Presenting reports to the Board bi-annually. Monitor and approve time sheets/payroll/expenses for other musical staff. Responsible for purchase of all music and music supplies, hiring of professional musicians in accordance with the approved budget. Ensure that music facilities

(including office, library, choir robes, handbells, etc.) are well maintained. Work with all musicians on scheduling, vacations and substitutions. Approve and hire all special musicians within approved budget, employee policy and vacation guidelines. Permission for vacation/substitution requests will not be unreasonably withheld.

Oversee: Audition, hire and manage four (soprano, alto, tenor, bass) section leaders for the choir. These section leaders will be independent contracts participating when the choir is in session. Audition and coordinate music and schedule with organist and additional musicians as needed.

Relationship with Pastor: Work directly with Senior Pastor and the Worship Team through monthly meetings to prepare for all services, both Sunday and special. Plan services that will support the message and the ministry.

Other: Other duties as may reasonably be assigned by the Senior Pastor to support church music ministry.