



## **Job Description Music Director**

**Purpose:** Coordinates and leads the music ministry, including Sunday worship and special services, actively participating in the life and evangelistic mission of Community West Church.

**Accountability:** to the Lead Pastor

### **Responsibilities and Competencies:**

#### **Leadership and Vision**

Casts vision among the volunteers and the congregation for the role of music in the mission of Community West Church. Develops values and expectations with respect to approach to rehearsal and readiness for Sunday morning worship. Approaches music ministry as spiritual leadership, including paying attention to the theological content of songs.

#### **Volunteer Equipping**

Builds volunteer teams for music, sound and slides, equipping and growing those volunteers in their service. Creates strong reference material for musicians (recordings and charts). (Note: Every staff member at Community West Church is primarily a coach and discipler of others.)

#### **Service Planning and Leadership**

Helps plan, coordinate and lead weekly worship services. Conducts mid-week rehearsals for the music team and periodic training for volunteer teams. Develops volunteers into strong roles, including leading music in weekly worship. Provides for occasional other services like on Christmas Eve and Good Friday. Indicates a sensitivity to tailor worship style to local culture and mission aims.

#### **Song Development**

Remains creative in developing musical arrangements for teams and introducing new songs. Develops growing familiarity with hymns, including them each Sunday in worship. Remains proactive about improving the quality of the music ministry.

#### **Audio-Visual Support**

Coordinates sound and video technology for each service.

#### **Volunteer Shepherding**

Shepherds and cares for volunteers. Helps to promote the growing community life within volunteer teams, and care for volunteers during acute needs. Uses Scripture to teach and train volunteers.

#### **Networking**

Builds relationships with other musicians in Richmond, looking for opportunities for partnership to expand Community West's impact, and for ways to invite new people into the ministry of Community West Church.

## **Teens and Children**

Develops relationships with children and teens, developing their growth and participation in music ministry, including in Sunday worship.

## **Discipleship and Personal Development**

Is a growing disciple of Jesus. Attends to own spiritual and professional growth, developing practices and seizing upon opportunities to grow (like workshops, conferences and personal reading).

## **Mission Contribution**

Contributes to the mission of Community West Church in any way possible, as is expected in an entrepreneurial venture where the mission is “all hands on deck” (although not to exceed allotted hours).

**Qualifications and Behaviors:** The requirements listed below are representative of the knowledge, skill, and/or ability needed to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates a growing grasp of the gospel, including an increasing awareness of personal idols and a willingness to repent of them.
- Engages regularly in personal spiritual disciplines, including prayer and Bible study.
- Understands and embraces the ministry philosophy of Community West Church.
- Demonstrates an enthusiasm for, and willingness to embrace, Community West’s evangelistic mission in West Richmond and beyond.
- Demonstrates a growing understanding of and commitment to Reformed theology.
- Demonstrates flexibility and a willingness to undertake the unique demands of a “portable church”
- Works diligently and is a hard worker.
- Is dependable and good with follow-through; keeps his/her word.
- Remains teachable and humble.
- Contributes to a healthy staff culture where staff enjoy each other, and are willing to admit their sin and failings to each other and be reconciled.
- Willing to submit to the authority of the Lead Pastor, and the elders.
- Demonstrates skill in leading worship services both musically and spiritually with the ability to engage the congregation through personal demeanor and spoken exhortation/encouragement.
- Demonstrates an ability to plan, prepare for and execute a team rehearsal.
- Demonstrates an ability to build and lead volunteer teams.
- Demonstrates good interpersonal skills when relating to musicians, technicians, congregation members and other church staff.

## **Education and/or Experience:**

- Significant experience building volunteer teams and leading those teams in a church setting.
- Some audio-visual expertise or an aptitude for learning these needs quickly.

**Relationships:**

- Relates to the congregation as a leader and model of Christian maturity.
- Relates to the un-churched world as a witness.
- Relates to the Lead Pastor and other staff as a team member.
- Relates to music and sound team volunteers as leader and shepherd.

\* Please send resume and cover letter to Lauren: [laurent@communitywestchurch.org](mailto:laurent@communitywestchurch.org). Thank you!