



POSITION TITLE: Director of Music

FLSA STATUS: Non-Exempt

EMPLOYMENT CATEGORY: Full-Time (Salaried)

DEPARTMENT: Worship

BUDGETED HOURS PER WEEK: 40

REPORTS TO: Rector

POSITION SUMMARY

The Apostles Minister of Music will work closely with our Rector and clergy to cultivate the musical elements of our worship services, leading our congregation to worship the Lord in spirit and truth.

DUTIES AND RESPONSIBILITIES

- Lead a an exemplary life of faithful Christian discipleship, placing priority on spiritual formation through regular Scripture reading and disciplines of personal prayer
- Uphold the mission, vision, and values of [Apostles Anglican Church](#), supporting the leadership of the church
- Offer pastoral guidance and support for all persons serving within Apostles' music ministries
- Direct acoustic worship team in rehearsals and worship services
- Direct choir in rehearsals and worship services
- Oversee the spiritual, musical, and technical development of the Apostles' choir and worship team
- Collaborate with the clergy regarding choice of music for worship services. The Minister of Music will select appropriate music to support the themes addressed in scriptural readings, sermon topics, and elements of the worship service.
- Integrate musical forms and modes to support the worship services, especially traditional hymns, Anglican service music, and modern worship songs
- Transcribe music and melodic lines to adapt them for congregational use
- Plan and schedule rehearsals; arrange details such as locations, accompanists, and instrumentalists
- Recruit, audition, and schedule musicians for Apostles' music ministries. Meet with vocalists and instrumentalists to prepare for worship services.
- Lead combined and festival services, collaborating with Apostles' organist, worship team, and choir
- Lead and rehearse children's choir for Christmas services
- Attend regular meetings with Apostles' rector and staff to prepare for worship services
- Coordinate with the church's technical team to ensure that the sound and lighting equipment are set up appropriately for each worship service
- Assist administrative staff in preparation of payroll hours for musicians
- Oversee the maintenance of Apostles' musical library, digital files, lead sheets, and CCLI resources
- Other duties as assigned by the Rector

REQUIREMENTS

Theology & Covenants

- Signed agreement with traditional Christian doctrine as expressed in the Nicene Creed and Anglican beliefs as expressed in [the Fundamental Declarations of the ACNA](#) and [the 2008 Jerusalem Declaration](#)
- Signed agreement of Apostles Leadership Covenant and pledge to join Apostles as a Covenant Member

Job Skills

- Good relational and pastoral skills
- Desire to serve people of all ages in ministry—children, youth, adults, older adults
- Personal organization: dependability, timeliness, preparation, reliable communication
- Willingness to work collaboratively with staff, lay leaders, and volunteers
- Ability to listen well and to actively look for ways to help people

Competencies

- Proficiency in Scripture, Christian theology, and Anglican liturgy
- Knowledge of Christian hymnody, arranged for acoustic instrumentation and choral worship settings
- Knowledge and proficiency in the setup, operation, and care of sound and technical equipment used for musical purposes.
- Proficiency with Apple products
- Proficiency with Planning Center

Experience

- Minimum 3 years of experience leading choral music and worship with acoustic instrumentation in a sacramental church

Education

- Bachelor's degree from undergraduate college or university
- Master's Degree in Music or Theology (preferred)