

## **Director of Music & Worship Arts Ministry**

### **Position Description**

Alden Baptist Church, Springfield, MA, is seeking an experienced and dynamic Director of Music & Worship Arts Ministry to join its leadership team. Currently, this is a part-time/bi-vocational position that does not offer benefits; however, depending on the qualifications and credentials of the individual, the position is negotiable pertaining to a benefitted full-time opportunity. The position reports to the Senior Pastor. The individual in this position is responsible for providing biblical leadership and administrative support in carrying out the operational responsibilities of Music Ministry and Worship Arts. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. The individual must possess strong organizational and leadership skills, proficiency in developing dynamic worship atmospheres that is all-inclusive to various individuals, cultures, and generations. The individual must be able to multi-task, be flexible in their job routine, work as a team member in a collaborative environment, and relate well to other church staff, congregants and guests. Compensation is commensurate with experience. View the following detailed position description for specific duties and qualifications.

Interested candidates should submit a cover letter outlining their interest in the position and the gifts, skills, and anointing they possess along with a resume, salary requirements and five (5) professional references. Applications are accepted by email only and should be sent to [info@aldenbaptistchurch.org](mailto:info@aldenbaptistchurch.org). Application materials are reviewed as received with priority given to candidates that submit information by 12pm January 31, 2018. The anticipated start date is April 2, 2018.

### **QUALIFICATIONS:**

- Applicant should have accepted Jesus Christ as their Lord and Savior and exemplify a vibrant and growing faith through an appropriate lifestyle accordingly.
- Applicant should possess and demonstrate the spiritual gift and anointing for music ministry and worship arts.
- Committed to participating in the body of Alden Baptist Church as a member in good standing or ability to complete the necessary requirements to become a member in good standing upon hire.
- The ideal candidate shall enjoy being at the center of activity in the life of the church.
- Applicant shall have a ministry mindset. Reaching people and sharing Christ is personal, not just a job! The right candidate will have a heart that simply desires to respond to and

magnify the goodness of God by articulating and demonstrating Alden's vision, culture and values through the music ministry and worship arts platforms of the church.

- Must be self-starter who enjoys working with and providing direction to a diverse public, staff, and volunteer base. Many of the tasks and projects of the role require time management, self-discipline, and independent follow through.
- Passionate about Christian worship and worship arts while demonstrating a "can do" attitude. Fielding requests outside one's explicit role is not uncommon and should be expected.
- College graduate of a musical academic program (Preferred) or significant equivalent work-related experience.
- Demonstrated ability and experience in music leadership including but not limited to leading (dynamic and participatory worship, structured rehearsals, etc.), coaching vocals (blend, pitch, tone, presentation, etc.), managing department budget, inspiring, and collaborating with energy and humility with the ability to lead worship while simultaneously playing instruments such as piano, organ, and/or guitar. (Preferred)
- Knowledgeable of the role of Music in the Baptist Church worship service. (Preferred)
- Demonstrated ability to read, compose, and teach music and/or chord charts. (Preferred)
- Conversant and appreciative of worship styles ranging from traditional to modern and across musical genres. (Preferred)
- Dynamic vocal ability with a contemporary vocal tone and quality.
- Proficiency with musical programs/software and other necessary music resources relevant to maintaining the church's music library and its instruments.
- Proficiency in the use of standard office tools (computer, copy machine, phones, etc.)

**GENERAL JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Work cooperatively with the Senior Pastor as it pertains to special programs (i.e. religious holidays, revivals, funerals, etc.), as well as, incorporate themes and scriptures into the worship service to support the Senior Pastor's ministerial vision(s).
- Meet regularly with the Senior Pastor, Chairperson of the Board of Deacons, and/or music committee to evaluate and monitor the progress of Alden's Music Ministries.

- Collaborate with the Finance Ministry in developing and managing the music department's allocated budget by reviewing and recommending needs for Alden's Music Ministries while adhering to established church financial procedures and protocols as it pertains to expenditures in an effort to maintain the highest integrity and care to ensure entrusted funds are not mishandled, accidentally or otherwise.
- Lead, recruit, develop, teach, coach, and mentor in the overall art of worship development and leading, including but not limited to vocal and instrumental lessons in-group and individual settings.
- Responsible for hiring and supervising media technology personnel, instrumentalists and vocalist as needed and within budget, including but not limited to confirming and scheduling of personnel when present or absent for all services (worship, weddings, funerals, memorial, social functions etc.)
- Participate as a worship leader in all weekly services.
- Build effective, efficient and diverse worship teams/ensembles that possess a variety of worship styles and has the ability to demonstrate variety in expressing worship and its arts.
- Develop, maintain, and communicate an annual master calendar for Alden's Music Ministries.
- Develop and maintain Alden's Music Ministries Procedures and Reference Manual.
- Peacefully and consistently collaborate with staff, congregants, and volunteers.
- Other duties as assigned.

#### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- ❖ Should always exhibit Christ-like behavior in working with all individuals regardless of situation or circumstance(s).
- ❖ Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- ❖ Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- ❖ Should be willing to work evenings and weekends as needed to fulfill job requirements.
- ❖ Should be willing to travel occasionally as the need arises.

- ❖ Should be ever conscious of the need for confidentiality.
- ❖ Should always exercise discernment and wise judgment.
- ❖ Should be a person who gives extreme attention to details with an eye for excellence.
- ❖ Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- ❖ Should be a self-starter, good at multi-tasking and prioritizing projects/events.
- ❖ Should possess strong administrative skills and the ability to work independently without supervision.

### **NATURE OF WORK:**

The work involved in the position currently occurs primarily inside the church facilities (currently located at 649 State Street, Springfield, MA 01109) and is generally vivacious in nature. The Director of Music Ministries must be able to comfortably carry small to medium sized boxes (up to 50 lbs) and maneuver within the facility, which currently includes stairwells and possibly elevator(s) in the future. Alden Baptist Church is a non-smoking and drug free facility.

**As part of Alden Baptist Church's desire to provide and maintain a safe and protective environment to all of its constituents, the selected applicant must successfully pass a background check and a pre-employment drug-screening examination.**