



Position: Director of Music Ministry
Job Type: Part Time
Reports To: Senior Pastor, Personnel Committee
Coordinates With: The pastor, other staff ministers, the Church Council, Music and Worship Committee, pianist, and other music and worship ministry leaders.
Purpose: To create a climate of worship in every sphere of the life of the church; to lead our church in dynamic and diverse worship experiences; to provide spiritual leadership for the congregation's music and worship ministries.

Qualifications:

- Previous experience leading and directing worship and choir.
- Affiliation with the Cooperative Baptist Fellowship.
- Bachelor's degree (preferred bachelor's in music, theology, or majors that relate to the position).
- Advancement toward a seminary degree or training is preferred.
- Strong organizational and management skills with the ability to oversee and manage a variety of musical and technical groups within the church.
- Familiarity with Planning Center.
- Familiarity with music and worship technology: sound, streaming (vMix), ProPresenter, etc.

Position Responsibilities:

- **Music Ministry:**
 - Plan congregational worship in cooperation with the pastor and music and worship ministry teams that are diverse, dynamic, Biblical, sacred, and meaningful.
 - Involve members of the congregation in the worship experience through drama, readings, Scripture, litany, and other worship elements.
 - Direct the adult choir and praise teams for Sunday worship and other worship experiences.
 - Coordinate with leadership for all other music groups in preparation for worship experiences including handbells, orchestra, ensembles, preschool/children's choirs, praise band, youth praise bands/choirs, instrumentalists, and other musical expressions.
 - Offer opportunities for congregants to discover and develop their music and worship related gifts through training and mentoring.
 - Connect members to music and worship ministries based on their giftedness and passions.
 - Collaborate with the Music and Worship Committee for evaluation, support, and promotion of the music ministry.

- Engage with music and worship partners outside the church for shared ministry opportunities.
 - Plan and provide leadership for music ministry participants.
 - Assist other ministries (Sunday school, Vacation Bible Camp, missions, discipleship, youth groups, and other church ministries) with music and worship planning as needed.
 - Participate in weddings, funerals, seasonal services, and special events as requested.
 - Coordinate with the Worship Enhancement Ministry, arranging training and technical support for services and events.
 - Responsible for managing maintenance needs of instruments (piano tuning, organ electrical system, updating electronic instruments such as keyboard, microphones, etc.)
 - Lead the music ministry to actively support Westwood's mission to engage our community and make disciples of our neighbors and the nations.
 - Collaborate with appropriate committees to submit budget recommendations for all areas of responsibility.
 - Display a Christ-like approach, lifestyle, and pray regularly for the church and community.
- **Staff Responsibilities:**
 - Participate in worship services and weekly church staff meetings.
 - Attend and participate in Church Council and other church meetings as available.
 - Serve as a staff liaison for the Music and Worship Committee.