

**Shepherd of the Hills Job Description
Director of Music and Worship**

Reports to: Senior Pastor

Effective: 10/01/23

Directly Supervises:

Status: Part-Time - Category IV

FLSA: Non-Exempt

Job Summary

Facilitates exemplary worship experiences for SOTH's members and visitors by working with pastoral staff to select liturgical settings, traditional and contemporary music for vocal and instrumental presentations, and rehearses volunteer musicians in anticipation of Sunday services.

Essential Functions:

- Competent on piano *and* organ
- Competent choral and instrumental director
- Partners with pastoral staff to choose liturgical setting with concern for the church calendar year
- Chooses and purchases appropriate traditional and contemporary vocal and instrumental offerings for worship experiences; manages the music budget
- Rehearses vocal and instrumental staff and volunteers on a regular basis - adults and children alike
- Curates music libraries and church instruments; consults on purchase of new equipment or construction that affects the worship or music experience at SOTH
- Attends staff meeting; provides formal and informal leadership as it pertains to music with the congregation
- Supports other ministry activities at the request of pastoral staff
- Provides written communication in a timely fashion as requested by pastoral staff

Physical Requirements

Light work: occasionally lift 11-25 pounds; frequently lift 1-10 pounds; constantly negligible weight.

Last Updated: 09/14/2023

Core Competencies:

- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking, and judgment.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and sees to develop those skills; continually works toward the mastery of technical proficiency
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication staples appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener
- **Worship Leadership:** Designs and facilitates relevant and inspiring worship; combines elements of theology, music, and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.

Goals 2023-24

- To provide a contemporary worship experience via rehearsal and performance of the *One Voice Choir* to meet the needs of church members. To be accomplished by October 2024 so that worship participants experience an encounter with the divine on Sunday mornings.
- To provide a traditional worship experience via rehearsal and performance of *The Festival Choir* and *Adult Bell Choir*. To be accomplished by November 2024 so that worship participants experience an encounter with the divine on Sunday mornings.
- The result of which, on a weekly basis, is life-giving and *blended worship services*, to meet the spiritual needs of the members and visitors of SOTH. This will be accomplished by May 2024 and evaluated via a Worship Survey to the congregation so that worshippers and music ministry volunteers feel that they are experiencing an encounter with the divine on Sunday mornings.