Job Description
Title – Staff Elder for Music Ministry
Team: Ministry staff
Reports to: Staff Elder of Administration, Senior Staff Elder
Work Hours: Full Time, ≥40 hours per week
Compensation: $70k-$90k plus benefits
Approved by: Senior Staff Elder
Other Benefits: See employee handbook

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

Job Overview:
The Staff Elder for Music Ministry at Christ Community Church is responsible for leading and developing the church's music ministry in support of faithful, Christ-centered congregational worship. This role involves planning and leading music for worship services, recruiting and developing musicians and worship leaders, shepherding ministry volunteers, and overseeing rehearsals, scheduling, and music resources. The Staff Elder for Music Ministry also works closely with the pastoral staff and AV Tech Team to support Sunday services, special services, and other church gatherings.

Qualifications & Skills:
- Exhibits a personal & growing relationship with God, a teachable spirit, a heart for shepherding those in the congregation and the worship ministry, and a healthy family life.
- A heart for equipping others in the congregation to be able to serve the worship ministry needs of the church.
- 3 years of training/experience in worship ministry.
    - Able to lead congregational worship with a guitar or piano.
    - Able to organize/administer all production related components of a live worship service.
    - Able to organize and supervise multiple teams and leaders.
    - Able to recruit, develop, and shepherd musicians, vocalists, worship leaders, and other ministry volunteers.
    - Possesses sufficient musical knowledge and ability to lead rehearsals, develop arrangements, coach musicians and vocalists, and provide musical direction.
    - Able to train others to lead music for worship services.
    - Experience with Planning Center Online, ProPresenter, and Ableton (or other click/track platform)
- Bachelors degree in music, church ministry, or other applicable field.
- Experience with basic computer networking is a plus.

Key Duties and Responsibilities
Worship Service Planning & Leadership
- Work with the senior staff elder to plan Sunday morning services and other church gatherings.
- Select biblically faithful, theologically sound songs appropriate for congregational singing and consistent with the philosophy and direction of the church.
- Prepare music, arrangements, charts, tracks, transitions, and other materials necessary for services and rehearsals.
- Lead congregational singing regularly while developing and providing opportunities for other qualified worship leaders to lead.

- Plan and lead rehearsals and provide musical direction to musicians and vocalists.

Worship Ministry Leadership & Development

- Recruit, audition, onboard, schedule, train, and develop musicians, vocalists, future worship leaders, and other ministry volunteers.
- Provide coaching and feedback to volunteers and establish appropriate ministry standards and expectations.
- Develop systems that equip volunteers and leaders to increasingly take ownership of the work of the ministry.
- Foster a ministry culture characterized by humility, excellence, preparation, service, and love for the church.

Shepherding & Discipleship

- Shepherd and care for those serving in the worship ministry, building meaningful relationships and encouraging their spiritual growth.
- Pray with and for ministry volunteers and encourage biblical relationships, healthy communication, and appropriate conflict resolution.
- Help volunteers understand worship ministry as an opportunity to serve Christ and His church rather than simply exercise musical gifts.

Production & Technical Ministry

- Manage, in conjunction with the AV Tech Team Leader, all production-related components of Sunday morning services, evening services, and special events involving live music.
- Work closely with the AV Tech Team Leader to ensure audio, presentation, lighting, livestream, and other production elements effectively support congregational worship and the ministry of the Word.
- Assist in identifying equipment needs and ensure worship ministry instruments and equipment are appropriately maintained and organized.

Administration

- Manage the music library, service plans, and volunteer schedules in PCO Services.
- Manage and maintain all physical spaces associated with music ministry (green room, sound closet, sound booth, etc.)
- Communicate schedules, music, rehearsal information, and other necessary information to worship ministry volunteers.
- Manage the worship ministry budget, music licensing, subscriptions, and other ministry resources.

Special Services & Events

- Plan and oversee music for Christmas, Easter, Good Friday, and other special services and church events as assigned.
- Coordinate musicians, rehearsals, and production needs for special services such as weddings, funerals, etc.

Ministry Staff Responsibilities

- Participate as an active member of the ministry staff, including staff meetings, ministry planning, and major church events.
- Assist pastors and ministry staff with other ministry responsibilities as assigned by the Staff Elder of Administration or Senior Staff Elder.

Expectations:

- Be an active part of the life and culture of the church. This includes attending worship services, participating in a community group, and being on campus for major church events.
- Work in close connection to the AV Tech Team leader
- Weekly check-in with Staff Elder of Administration.
- Maintain a regular full-time work schedule that provides sufficient time for Sunday preparation, rehearsals, volunteer development, administration, staff responsibilities, and pastoral ministry.
- Demonstrate flexibility in work schedule due to Sunday services, evening rehearsals, special services, and other church events.
- Model the character, conduct, and spiritual maturity expected of a ministry staff member of Christ Community Church.

Physical Requirements

- Prolonged periods sitting or standing at a desk and working on a computer.
- Prolonged periods sitting or standing on stage while leading music during services.
- Must be able to stoop and crouch to access cables and equipment.
- Must be able to lift up to 50 pounds at a time.

Values

At the end of the day job descriptions can never capture all that the job requires which is why this values section is so important. If a staff member of Christ Community Church exemplifies these shared values, then no job description is actually necessary. Likewise, if that staff member does not embrace these values (in both assent and action) then no job description could ever be adequate.

Gospel. Never to be assumed, always to be made much of. This is what we are about. Not simply the first four books of the New Testament but all of its necessary implications and inferences for the way we live and carry out our vocations.

Balance. In life, work, family, theology and practice we strive to maintain the right perspective. This looks different for every role at Christ Community Church.

Passion. You will not last long in any role at any church without a passion for what you do. Passion is the natural outflow of a heart and mind that knows its Creator and God. It shows in every aspect of what you do, how you do it, and how you are excited to get others involved in it.

Team. We are not trying to build a church with a counseling ministry or a great children's ministry or a great preaching ministry or any other successful silo of ministry. We are, by God's grace, striving to build a great church. Period. This means we all work together in our various roles toward that end.

Fruitful. We rest in the words that Christ will build His church, but we work knowing He is building it through us. In other words, our theological conviction in God's sovereignty actually fuels our belief that results in ministry matter rather than allowing for mediocrity to pass as Christian ministry.

For more information, visit www.ccclh.org/jobs