

Christ the King Epiphany Church
758 Main Street
Wilbraham, MA 01095
413-596-3045
www.ctke.org

Mission of Christ the King Epiphany Church

We strive to be a congregation so empowered by the Gospel message and our unity in Christ that we work together to minister to those in need and Proclaim the Good News to all.

Director of the Music Ministry Position Description

In the context of glorifying God and inspiring God's people through the music ministry of Christ the King Epiphany Church; the Director of Music Ministry will serve the church by developing, coordinating and overseeing the year-round music ministry. The Director of Music Ministry will plan and implement, in conjunction with the Pastor, an expansive variety of musical offerings as part of the liturgies associated with Christ the King Epiphany. The Director of Music Ministry will conduct the adult choir, serve as the organist/principal keyboardist and secure musicians to supplement the Director of Music Ministry's gifts and areas of expertise.

Duties and Responsibilities

Musical:

1. Collaborate with the Pastor to develop the musical portion of the Sunday worship service, as well as Christmas and Holy Week services.
2. Have a mastery in piano and a willingness to become proficient on the organ, if this is not already a skill-set.
3. Accompany all hymns, anthems, and the liturgy, including prelude and postlude.
4. Have a basic ability to sight-read new music;
5. Recruit, teach, rehearse, and direct the Adult Choir.
6. Choose appropriate choral music for readings and church season;
7. Discern the feasibility of new musical groups within the congregation; such as hand bells
8. Coordinate & collaborate with other instrumentalists/accompanists to enhance worship experience.
9. Be open to combining with other local choirs for special worship services, on occasion. Look for opportunities to reach out to the community.

Administrative:

1. Meet regularly with Pastor to coordinate music and worship;
2. Maintain instruments;
3. Maintain and update music library as needed, volunteer assistants in place;

4. Ensure copyright laws are followed and reported and attributed;
5. Maintain Safe-Church (sexual-misconduct prevention) practices;
6. Continuing education opportunities: meetings, conferences and conventions as deemed appropriate;
7. Oversee music budget and discuss budgetary needs with the Pastor;
8. Arrange for substitute musicians to cover times of absence;
9. Writing communication and coordination of publicity materials;
10. Collaborate with audio technician to establish proper balance levels of all sound sources to ensure effective musical leadership in person worship and online;
11. Director of Music Ministry has first right-of-refusal for weddings and funerals held at Christ the King Epiphany;
12. Report, in all respects, directly and solely to the Pastor and consult with the Pastor as appropriate in all matters involving worship and the music program. The Pastor has overall responsibility for worship and music.