POSITION DESCRIPTION – MUSIC DIRECTOR

POSITION IDENTIFICATION

Position Title: Music Director
Reports to: Creative Director (Jess Forrester)
Employment Status: Permanent Part-Time
Ordinary Hours of Work: 3 days per week

POSITION OBJECTIVE

To lead and oversee the music ministry of St Paul's, fostering worship that is God glorifying, scripturally faithful, and spiritually enriching.

KEY TASKS/RESPONSIBILITIES	DESCRIPTION
1. Music Leadership and Creative Collaboration	• Provide overall leadership and direction for the music ministry of St Paul's. • Work closely with the Creative Director, Production Director and Senior Minister to translate the vision for services and events into an engaging approach for worship. • Contribute creatively to the development of services, events, conferences and other ministry activities from the earliest planning stages. • Identify opportunities for music to enhance engagement and the overall experience of a service or event. • Stay up-to-date with music industry resources, approaches and new music, and think creatively about how to best incorporate learnings into a church context. • Work alongside the Creative Director to establish an annual music budget and calendar. • Take ownership of clear and consistent communication to music Team Leaders, Band Leaders and the wider team.
2. Sunday Services	• Recruit and train volunteer music teams including musicians and vocalists to serve at church gatherings. • PCO administration and rostering for all Sunday services. • Attend weekly Thursday services run-through meetings to understand the specific music needs for each weekend, and communicate this clearly to the volunteer team. • Maintain a high level of consistency between services, while allowing each gathering to have an appropriate creative expression to serve the unique congregations. • Work with team leaders across 8am, 10am and 6pm services to ensure services are well resourced. • Work with the Creative Director to incorporate music in creative ways eg. items, special service openers, responses.

3. Rehearsals and Service Preparation	• Coordinate Thursday night rehearsals and ensure music teams are appropriately briefed each week in preparation for Sunday services. • Communicate vision, sermon series outlines, special service elements (eg. baptisms) and anything else appropriate to team leaders to assist with song selection and setlist formation. • Work alongside the Production Director, Team Leaders and Band Leaders to ensure rehearsals are purposeful and effective. • Establish rehearsal processes that maximise the use of volunteer time, while allowing adequate opportunity to try new things and be creative with arrangements. • Use rehearsals as an effective context in which to run training for volunteers, especially those new to the team. • Work alongside the Production Director and Creative Operations Coordinator to ensure tracks, clicks and cues are prepared for rehearsal and Sundays.
4. Training and Development	• Build, lead and develop a large and diverse music team. • Work alongside other Creative staff team members to plan and execute termly Team Nights. • Recruit volunteers with a range of abilities and develop clear pathways for them to grow in confidence and capability. • Establish appropriate team structures, roles and leadership responsibilities across all teams. • In partnership with the Creative Development Coordinator, develop training programs, resources and practical development opportunities for volunteers. • Identify and develop high-capacity volunteers who can take increasing responsibility within the ministry, empowering volunteer leaders. • Create a culture of excellence, encouragement, accountability, humility and service. • Develop rostering systems that are sustainable and appropriately balance volunteer availability, capability and ministry needs. • Provide feedback, coaching and pastoral care to volunteers where appropriate, escalating concerns to the Creative Director when necessary. • Ensure volunteers are equipped not only to play and sing with excellence, but to understand the purpose of their role within the wider ministry of St Paul's. • Encourage all aspects of musicality to be identified and developed, including musicianship, song-writing, vocals, producing and arranging. • Regular review of Sunday services and identify opportunities for improvement. • Work closely alongside the CityAlight team to recognise and develop musicians and vocalists for CA projects.

5. Events, conferences and special projects	• Lead the planning and delivery for St Paul's conferences, ministry events, Christmas services, Easter services, youth and children's events, weddings, funerals and other major gatherings. • Engage with event planning at an early stage to establish music requirements, budgets and timelines. • Recruit and prepare music teams for events, including allocating Team and Band Leaders, and assisting with song selection and arrangements. • Ensure events are delivered professionally while working within approved budgets and available resources. • This may include leading worship at events like Vision Nights, AGM etc, where we don't require a full team.
6. Pastoral Care	• Provide pastoral support to the St Paul's music team addressing spiritual, relational, or emotional challenges. • Demonstrate facilitation of healthy team dynamics, offering guidance during conflict or difficult situations. • Cultivate a spiritually healthy and united culture among team members. • Provide visible presence and support of the team by attending rehearsals, Sunday services and coaching and encouraging team members. • Provide regular and consistent feedback to team members, and encourage open conversation to facilitate improvement or trouble-shoot areas that are lacking.
8. Other (applies to all roles)	• Undertake any other tasks, consistent with skills, qualifications and experience, as may be required from time to time. • When opportunities arise to serve in other ministries, permission is to be sought from the relevant team leader or Rector for personal time off, or for this to be considered as part of ministry with SPCH.

Please note that Key Tasks / Responsibilities may change from time to time, as set by the Senior Minister.

GENERAL

All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group.
- Agree with SPCH Vision, Mission & Statement of beliefs stpauls.church/what-we-believe
- Ensure St Paul's is always represented professionally and responsibly.
- Participate in regular work reviews (may be 6 or 12 monthly)
- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's not in isolation.
- Attend weekly staff meetings (currently held weekly on Tuesdays).

POSITION REQUIREMENTS

Character:

- **Collaborative** – ability to work well with multiple team members on shared projects.
- **Warm and approachable leader** – someone who will enjoy working with a diverse team, and will ensure all team members feel valued and respected.
- **Emotional intelligence** – recognises the unique challenge of working in creative spaces and understands how to best work with creative individuals across all teams.
- **Organised and good time management** – able to balance the administrative functions of the role with the practical and creative elements.

Qualifications:

- Hold a current WWCC (Employee).
- Complete a SMC (Safe Ministry Check).
- Complete the Diocesan Safe Ministry Course (completed online and refreshed every 3 years).

Competencies & Experience:

- Strong and confident musicianship.
- Experience leading music teams including musicians and vocalists.
- Experience planning and delivering events and special services.
- A demonstrated commitment to continuous improvement and professional development.
- Ability to work calmly and effectively under pressure.
- Excellent time management and self motivation, ability to prioritise tasks and deadlines.

ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to: Creative Director

Manages: Music Team and Band Leaders, volunteer music team members.

Key Relationships: Creative Director, Production Director, Creative Operations Coordinator, Communications Director, Creative Development Coordinator, Creative Team volunteers, CityAlight staff team, external suppliers and contractors.

WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where needed.