

Church of the Holy Spirit, Leesburg

MUSIC MINISTER Job Description June 2023

Church of the Holy Spirit (Anglican) seeks a part time Music Minister to begin immediately. The Music Minister leads the music ministry team, and coordinates all music functions in the church. Our single Sunday service features a blend of contemporary and traditional music. We also run a monthly healing service and special seasonal events, like Ash Wednesday.

We have an average Sunday attendance of 130 in Leesburg. We are a “Three Streams, One River” church, embracing values and traditions from the Evangelical, Charismatic, and Sacramental streams of Christianity. Our Sunday Service includes music, prayer, Bible readings, sermons for adults and teens, Sunday School for ages 0-18, and testimonies, all culminating in Holy Communion.

A detailed job description follows. If you are interested in applying or would like more information about this position, you may call Mark McNickle, our Search Committee chair, at 703-675-6429. Please email your resume, link to a recording, and a single page spiritual autobiography to: Mark McNickle at Mark@McNickle.com.

Job Title: Music Minister

Reports To: Rector (currently, Clancy Nixon)

Status: Part-Time (10 -15 hours per week); salary is between \$20,000 - \$27,000, depending on experience, skills, and hours worked.

SUMMARY The Music Minister is responsible for coordinating and providing God-honoring and technically proficient music for worship services and other church events. He/she shall provide leadership to a music team, select songs, as well as recruit, schedule, and coordinate members of the music team. He/she must play and be able to lead with keyboards (preferred) or guitar, as well as have an excellent singing voice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee, coordinate, and lead all aspects of the music ministry including, but not limited to, the selection and leading of music for Sunday Morning Worship, Healing services, Alpha ministry on Mondays, scheduled retreats, and scheduled special events (e.g., Christmas, Epiphany, Palm Sunday, Maundy Thursday, Good Friday, Easter, Summer outreach, etc.)
- Create and deliver to the Rector and team an appropriate music plan for his review for each upcoming Sunday Morning Worship by the Tuesday before, attending to the preaching calendar and selecting music that fits with the topic of the day.
- Prepare the music ministry team for Sunday Morning Worship, including arrangements, preparation and copying of song sheets, as well as weekly rehearsals.
- Ensure that lyric presentations (including verse and chorus placement) for Sunday Morning Worship are correct for presentation, whether in Proclaim (our presentation software), or printed materials.
- Schedule all instrumentalists and vocalists, and find substitutes when necessary. When absent, schedule a leader as well.
- Arrive no later than 7:30 AM on Sunday mornings to oversee set-up, sound check, and a final run through before the 10 AM service.

- Support presentation of musical/dramatic productions for special occasions, including the scheduling and preparation of instrumentalists, vocalists, and other technicians. Such events include special services or dramatic presentations at Christmas, Epiphany, Palm Sunday, Easter, and other times as needed.
- Recruit, screen, and cultivate gifted instrumentalists and vocalists for the music ministry team. Money may be available for hiring additional team members when volunteers aren't capable or available.
- Identify, recruit, vet and screen, cultivate, support and provide opportunities for gifted musicians who can lead music in worship.
- Identify, recruit, vet and screen, cultivate, support, and provide opportunities for different musicians of all ages to do anthems and offertory music. If no one else is identified for a particular Sunday, then the Music Minister does the offertory anthem. The expectation is that you find others often, so you do it no more than once or twice a month.
- Be comfortable leading with a variety of styles of music - versatility.
- Develop and maintain good relationships and open communication with sound technicians.
- Maintain awareness and understanding of Christian music trends.
- Identify and integrate new songs into Church repertoire.
- He/she is encouraged to start choral groups for occasional anthems.
- Be or become familiar with charismatic worship styles.
- Prepare and timely submit an annual budget for Music Ministry, including money for guest honorariums, equipment, staff musicians.
- Meet periodically with Rector for oversight, coordination, and encouragement.
- Participate in visioning staff meetings as your work schedule permits.
- Other duties as may be assigned by the Rector.

SUPERVISORY RESPONSIBILITIES

Directly supervises all music ministry team members including volunteer instrumentalists, paid instrumentalists, vocalists. Sound technicians currently report to the Business Administrator, and the Music Minister is the customer of the sound technician.

QUALIFICATIONS, EDUCATION and EXPERIENCE

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. Formal training in music is preferred.

He/she must have a demonstrated love for Jesus and a heart for worship. He/she must fully support the mission, vision and ministry philosophy of Church of the Holy Spirit and its leadership team. The ability to communicate and establish effective working relationships with all kinds of people, conveying a genuine concern for their needs and a desire to provide exceptional service, is also essential for this church staff position.

The Music Minister is considered a minister of the gospel, with a position of spiritual leadership in the church. The character qualifications for this position are the same as those for a deacon, as listed in the Bible. Demonstrated godly character is essential in this role.