



TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

STAFF TEAM JOB DESCRIPTION DIRECTOR OF MUSIC & CULTURAL EVENTS

REPORTS TO: Senior Pastor
DIRECTLY SUPERVISES: Organist & Children's Choir Director
STATUS: Part-Time
DATE: January 2023

JOB SUMMARY

The Director of Music and Cultural Events provides vision, leadership, and oversight for the music ministry at Trinity that supports inspiring worship and amplifies connection with the wider community.

ESSENTIAL FUNCTIONS

- Plans, organizes, and oversees the overall music ministry of the church, including worship services and general congregational life.
- Directs the chancel choir and oversees guest instrumentalists.
- Participates with the ministerial staff in collaborative worship planning.
- Supervises music staff, including organist and children's choir director.
- Actively cultivates and engages the musical gifts of the wider church membership.
- Utilizes the church facility and sanctuary as a tool to strengthen the connection of church and community through partnerships and relationships.

OTHER RESPONSIBILITIES

- Attends most staff meetings in coordination with the Senior minister.
- Coordinates the Trinity Scholars program.
- Manages music and worship budget in conjunction with the Senior minister and chair of the Worship Ministry Team.

MINIMUM QUALIFICATIONS

- Minimum of a master of music degree or professional competency equivalent; doctorate in music preferred.
- Five (5) years minimum experience conducting choirs in a church music program from the classic liturgical music tradition, or equivalent experience in music related higher academia.
- Keyboard experience preferred for our newly restored 1965 Möller pipe organ.
- Experience in varied types of sacred music, as well as handbells, is desired but not required.

PHYSICAL REQUIREMENTS

- Mobile ability sufficient for walking up and down stairs frequently.
- Ability to lift choral music boxes and move chairs and other light furniture, as well as the ability to organize and arrange rehearsal and performance areas.
- Ability to communicate clearly and effectively in spoken English.

CORE COMPETENCIES

- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and navigates interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively.
- **Team Building:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the team.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understand how to separate and combine tasks into efficient work flow.
- **Time Management:** Utilizes time and resources well. Knows how to plan and organize materials for effective and frequent implementation. Negotiates time in and out of the office effectively.
- **Personnel Management:** Oversees musicians, ensembles, and teams in a professional and productive manner. Provides support and encouragement for their work and ministry, and facilitates opportunities for their participation and success.
- **Vision:** Provides broad and specific vision for reasonable growth and healthy development of the music ministry in the present and for the future. Works with ministry leadership to pursue and implement changes within the scope of the broader ministry's goals and objectives. Assists with ministerial and support staff in pursuing financial support for the ministry's objectives.