**Minister of Music and Media**

**Job Description**

**Principal Function**

The Minister of Music and Media will serve as the primary person in charge of music and worship for all worship services. Early service is a more traditional service and the later service is more contemporary. The Church is committed to making worship relevant for people in both services while seeking above all to honor God. The Minister of Music and Media must be committed to biblical Christian principles and teachings, both professionally and personally.

Full-time staff must wear multiple “ministry hats.” In addition to overseeing the music ministry, this position also entails the responsibility of overseeing the technical side of audio/visual and media along with basic capabilities in A/V editing, live-streaming, graphic design, and general technology skills.

**Job Classification**

Full-time, salaried position based on a 40-hour work week.

The Minister of Music and Media will report directly to the Senior Pastor and have direct contact with Staff and Church membership.

**Responsibilities/Requirements**

* Coordinate, direct and lead congregational singing and music groups for Sunday morning worship, special programs and events. Be competent in both traditional and contemporary music genres. Possess musical knowledge and skills.
* Oversee and coordinate the planning (rehearsals) of all music programs, including A/V.
* Work with the Music Ministry Teams (choirs, handbells, praise teams) to determine ministry goals, organization, leadership, facilities, finances and administrative processes.
* Coordinate the Church music with the Church calendar. Conduct seasonal music productions, i.e. Hanging of the Greens, Cantatas, etc.
* Enlist, train, empower and pastor people to be part of the Music Ministry, Media and Audio/Video teams. Keep teams informed on current music, materials, promotion and administration, and utilize this information when appropriate.
* Supervise maintenance of, and additions to, the music library, instruments, and audio/visual equipment.
* Work with the Music and Worship Committee and the Audio/Visual IT Committee to prepare an annual budget, to be recommended to the Stewardship and Finance Committee.
* Oversee the audio/visual personnel for all worship services, programs, meetings, etc.
* Demonstrate effective leadership and people-skills and a consistent desire and ability to train and encourage others for use of their gifts.
* Be proficient with audio/visual production, lighting, sound, and corresponding hardware/software (for recording and production), and exercise basic capabilities in audio/video editing, graphic design, and general technology skills.
* Livestream our worship services.
* Work with a creative team to develop sermon bumper videos, graphics, announcements, videos for Church programs, i.e. for VBS, Falls Creek, camps, testimonies for website and worship.
* Utilize and manage *planningcenteronline.com*. Manage the scheduling and leaders for all worship services, programs, events, etc.
* Be proficient using ProPresenter and X32 sound board.
* Participate in staff meetings, in creative meetings and assume leadership roles to provide evaluation and feedback to the Church Staff.
* Be a self-starter. Be committed to serving others and to cultivation of team ministry. Show attention to detail.
* In cooperation with Office Manager, oversee Church website.
* Oversee publicity and public relations for the Church.
* Create a music program for the children. Where appropriate, help staff enhance the Youth and College programs.
* Work with the AV/IT Committee to synchronize technology throughout the building and to teach Church Staff to be current with the technology utilized by the Church.
* Oversee music and audio/visual personnel for weddings and funerals.
* Work with Senior Pastor to ensure cohesion between themed-messages and media communications.
* Be on time.
* Possess the ability to listen effectively and to communicate clearly, both orally and in writing.
* Possess sufficiently good health to complete the duties properly. Be able to walk, stand and sit for prolonged periods of time.
* Perform other duties assigned by the Senior Pastor.
* Pass criminal, financial and sexual misconduct background checks.

**Preferences**

* Two years’ experience in leading worship in a variety of styles.
* Be ordained.
* College Degree.

**Term of Employment:**  Employment is at will.

I have read the above job description and agree to fulfill the responsibilities and requirements, as described.

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 Signature

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 Date

To apply, please send a copy of your resume and provide a video of you leading worship to: jobs@uheights.org.