LAKE HIGHLANDS PRESBYTERIAN CHURCH 8525 Audelia Road (Audelia @ NW Hwy) – Dallas, TX 75238

DIRECTOR OF TRADITIONAL WORSHIP AND MUSIC MINISTRIES JOB DESCRIPTION

<u>HOURS</u>: Part time position: Twelve (12) – Fifteen (15) hours per week total for planning and preparation (flexible time), rehearsals and worship

RESPONSIBILITIES:

- Plan worship with the pastor and others (as named by the Worship Committee or enlisted for that purpose) that is
 rooted in biblical theology, consistent with Presbyterian/Reformed liturgics and helps worshippers to experience
 the reality of God
- Serve as director for the church's choirs (Chancel and Hand bells) during worship and for seasonal and special occasions
- Direct choirs as needed for special services, (approximately 3)
- Select music appropriate to the seasons; maintain the music library and order new or additional music as needed and within the music budget
- Attend Worship Committee meetings
- Work, by mutual consent, with members of and organizations within the church to prepare for and present special musical activities
- Supervise the organist/pianist in matters of congregational hymns, anthems and other service music involving the choir and/or congregation

These responsibilities may be altered or amended by mutual consent to meet the needs of the church and the Director.

<u>BENEFITS:</u> Compensation, vacation time, performance reviews and other employment-related matters will be handled in compliance with Staff Policies.

REQUIRED: Bachelor's Degree in Music / Conducting required; previous experience desired.

<u>ACCOUNTABILITY</u>: The Director is accountable to the Session through the Pastor as Head of Staff. He/she also works with the Worship Committee and may at any time address concerns to the Worship Committee or Personnel Committee, as appropriate.

SKILLS / EXPERIENCE

- Strong personal character and evidence of committed Christian faith
- Creative and visionary leadership
- Works well with other staff in collegial manner
- Works enthusiastically and effectively with people of all ages
- Strong organizational skills
- Ability to inspire and work with volunteers
- Ongoing continuing education
- Self-motivated and able to complete work in a timely fashion

LHPC is currently filling positions for both the Traditional and Contemporary Services. A candidate with interest and qualifications to lead both services will be considered for a combined, fulltime position.

PLEASE SUBMIT RESUME TO: Edwin Walker, Organist

Lake Highlands Presbyterian Church

edwinwalker@sbcglobal.net

P a g e | 1 December 12, 2012