

Director of Music and Arts

Reports to:	Lead Pastor
Classification:	Non-Exempt
Hours:	25 hours per week / 12 months per year; normal business hours including Sunday worship; hours/schedule negotiable with Lead Pastor; 2 weeks paid vacation annually.
Compensation:	Salary \$30K - \$35K, based on experience

Job Summary: The Director of Music and Arts, in cooperation with the lead pastor, coordinates the worship and music ministry of Naperville Evangelical Covenant Church (NaperCov); plans and facilitates blended worship that aligns with the stated vision, mission and goals of the Church and its philosophy of worship.

Essential Duties:

1. Music Ministry
 - a. Leads worship in weekly services, including training and equipping others to lead.
 - b. Plans and leads weekly worship music rehearsals.
 - c. Plans and coordinates all elements of worship services in cooperation with lead pastor, pastoral staff, and the Worship Ministry Group. Coordinates selection of music.
 - d. Directs or oversees choirs, other vocal / instrumental ensembles, and groups as needed such as children and youth choirs.
 - e. Facilitates unity of fellowship and purpose, and fosters spiritual focus with the performing ensembles with regular prayer times.
 - f. Attends regular staff meetings and participates in the meetings of the Worship Ministry Group.
 - g. Supervises the accompanist. Conducts periodic reviews of the accompanist.
2. Arts (Audio/Visual)
 - a. Develops and manages an Audio/Visual team to address our weekly technological needs
 - b. Creates regular opportunities for training and development for the volunteer A/V Teams
 - c. Ensures that the weekly recording, editing and streaming of Sunday Services happens successfully
 - d. Within reason, stays abreast of major technological advancements in software and equipment. Makes recommendations to the Lead Pastor and Executive Board of NaperCov.
3. Administrative Duties
 - a. Establishes annual goals and objectives for the Worship Ministry.

- b. Works with the Lead Pastor and the Worship Ministry Group Leader to develop an annual budget.
 - c. Inventories and maintains the music library, and coordinates music purchases for all performing ensembles.
 - d. Maintains a record of all music used for worship services.
 - e. Arranges for a substitute for any absences.
4. Other duties as assigned.

Qualifications

1. A personal faith in Jesus Christ as Savior and Lord.
2. Demonstrated ability as a worship leader and musician with knowledge of traditional, contemporary, and multi-ethnic worship styles and structures and a willingness to balance the use of all styles.
3. An ability to lead those who desire to participate in the worship ministry of the church; also, an ability to recruit, develop, and disciple volunteer leaders.
4. Instrumental and vocal proficiency preferable.
5. Appropriate formal education or commensurate experience.

We are seeking an individual who enthusiastically embraces our church's mission to *connect diverse people in a compelling Christian community and to grow them into disciples of Jesus who reach our neighbors for Christ*. Being in agreement with the *Covenant Affirmations* and the positions of the *Evangelical Covenant Church* and actively participating in the life of Naperville Evangelical Covenant Church are required (www.napercov.com).

Submit cover letter and resume to: lesliex@napervillecovenant.com