



FIRST PRESBYTERIAN CHURCH OF NAPA  
1333 Third St. Napa, CA 94559  
<https://fpcnapa.org/>

## **JOB DESCRIPTION - DIRECTOR OF MUSIC MINISTRIES**

### **JOB SUMMARY**

A 20-25 hour/week position. The Director of Music Ministries will bring skillful leadership of music to FPCNapa including planning, preparation, coordination and implementation of all FPCNapa music teams for worship and beyond.

### **ACCOUNTABILITY**

The Director of Music Ministries is accountable to the Session and Pastor and works closely with the Worship Committee.

### **REMUNERATION:**

\$30.00/hour. As the Director of Music Ministries is a part-time position, there is no benefit package. Regular part-time employees working less than 28 hours per week are not eligible for church-sponsored benefits described in the employee handbook except to the extent required by federal, state, or local law or as otherwise noted in the applicable policy.

### **GENERAL REQUIREMENTS**

- Has a heart for Christ.
- Is a skilled Christian musician with the ability to assemble and lead other musicians and vocalists.
- Able to work effectively with people of different skill levels.
- Exhibits patience and enthusiasm.
- Has good communication skills.
- Has a broad knowledge of Christian music in many styles including classical and contemporary.
- Is a creative thinker, open to new ideas and always striving to engage the congregation.
- Flexibility to carry out other tasks assigned by the Pastor and Worship Committee.
- Familiar with sound systems.

### **REQUIREMENTS FOR THE TRADITIONAL SERVICE**

- Knowledge of choral conducting techniques; a director and not a performer.
- Ability to select and prepare Choral Call to Worship and Anthem.
- Allocate significant time for practice and rehearsals.
- Select soloists, ensembles or instrumentalists to perform offertories; supervise to make sure that the pieces they select are appropriate in length and style.
- Knowledge of (or willingness to learn) handbell techniques.

## **REQUIREMENTS FOR THE CASUAL SERVICE**

- Able to lead the congregation in singing.
- Has either the technical skill of playing guitar (preferred) or piano (acceptable).
- Willing to recruit and accommodate musicians and vocalists of various skill levels.
- Has knowledge of contemporary Christian worship music.
- Timeliness in creating slides and equipping musicians with resources to learn/play songs.
- Willing to work with the Worship Committee in fleshing out vision for Casual Service.

## **EXPECTATIONS**

- The Director of Music Ministries (DMM) will be responsible for all the music that is presented at the church as part of worship.
- The DMM will be a team player who will work with the Worship Committee and will coordinate with the Pastor to ensure that the music complements the other elements of worship to produce an inspiring and inviting atmosphere that fits within time constraints.
- The DMM will make sure that there is appropriate music at all worship services. There are two services every Sunday: a 9:30 am Traditional Service and a 11:00 am Casual Service - as well as services on special occasions such as Ash Wednesday, Good Friday, Christmas Eve and special Sundays.
- Maintain contact and availability information of all church musicians, singers and choir.
- Available on email and/or by phone with a 48-hour response time.
- Commit to an average of 20-25 hours per week for rehearsals, services and meetings.
- Available every Sunday from 8:00 am until noon. Available for Worship Committee meetings every second Sundays from noon to 1pm. Unless excused by the Worship Committee.

## **YOU WILL KNOW YOU HAVE SUCCEEDED WHEN**

- The congregation joyously engages with the music. They feel that the music inspires communion with God and strengthens them during the week.
- The church family feels you are a good listener and partner.

## **NOTES**

- The Pastor selects the hymns for the Traditional service with collaboration from DMM.
- The Chancel Choir participates from September through May. Although not a requirement, the DMM is encouraged to arrange additional musical events at the church.
- Additional duties related to music ministry may be assigned by the Worship Committee (music for retreats, musical events, funerals/weddings, etc).

This position offers an exciting opportunity for individuals who are passionate about Christ and music and dedicated to fostering a vibrant musical community through effective leadership and education.

## **APPLICATION PROCESS**

Interested candidates should submit a resume and a cover letter outlining their qualifications and interest in the position to the Personnel Committee Chair, [napajeannie@sbcglobal.net](mailto:napajeannie@sbcglobal.net).

Applications will be accepted until **May 30, 2025**, or until the position is filled.