

MINISTER OF MUSIC

WESTMINSTER PRESBYTERIAN CHURCH

47 JEFFERSON SE, GRAND RAPIDS, MI 49503

westminstergr.org

Summary: *Westminster Presbyterian Church seeks a Minister of Music to be the primary director and provide leadership for all musical activities of the church. The Minister of Music is a full-time position carrying administrative, supervisory, and programmatic responsibilities, and a key provider of spiritual care for the music community. The Music Minister will help us tell our faith stories and connect us to each other and to our God wherever we are in our faith journey.*

Beginning date: *Summer 2024*

Salary: *minimum of \$75,000 (plus benefits); commensurate with experience*

Primary Responsibilities

- Provide spiritual leadership and care through the Music Ministry, including all regular and special worship services, and assist the pastors in music planning, while managing the employees and volunteers of the Music Ministry
- Support and inspire a vision of inclusion, social justice, and transformation while leading the Music Ministry and creating suitable opportunities for musical expression and participation
- Act as the primary Director for the Sanctuary Choir and, within available resources, provide staffing for the Kirk Singers, the Chapel Singers, other Children's Choirs, the Westminster Winds, and other instrumental groups
- Oversee the provision of liturgical music and instrumental accompaniment; hire guest musicians when appropriate
- In consultation with the Music Committee, prepare and manage an annual plan for the music program and an annual budget
- Foster relationships and community with the various musical groups and actively engage in recruiting new members for the entire music program
- Act as the primary teaching/resource person in the area of sacred music
- Assure that all weddings and funerals at Westminster have appropriate music
- Enhance personal growth through continuing education and participation in professional organizations
- Plan and implement the summer Kirk Singer tour with the Minister for Youth
- Administrate Carol Choir and Chapel Choir
- Network with area church musicians
- Oversee the following:
 - Maintenance and ongoing development of a high-quality music library
 - Maintenance of musical instruments, equipment, and robes
 - Selection and preparation of repertoire for special musical events and concerts, such as a Christmas Concert, a Lenten Concert, and a Children's Musical; arrange publicity for these events
 - Conduct any music camps for Westminster members, Westminster youth, and/or youth in the community



Key Attributes of a Successful Candidate

- Able to inspire joy through music in a worship setting
- Able to support the mission, vision, and values of Westminster
- Strong skills for directing choral music and educating vocal musicians, with an understanding of the voice and healthy vocal technique for adults, youth, and children
- Strong musical abilities, including the ability to read, sight read, and direct choral and instrumental groups
- Strong keyboard skills with the ability to provide accompaniment for a worship service
- Excellent communication, organizational, and management skills
- Collaborative spirit with an ability to work with pastors, staff, and volunteers of varying skill levels
- Self-starter; resourceful; able to work independently
- An innovator with a creative vision for the music ministry
- Clearly articulated theology of worship and music
- Ability to express faith through worshipful music
- Ability to supervise and coordinate the activities of large groups toward a common purpose
- Adaptable and responsive to the needs of the whole church and its varied ministries
- Special sensitivity toward and ability to work effectively with a diverse community – with respect to race, religion, sex, gender identity, sexual orientation, national origin, age, disability, or socioeconomic standing
- Extensive experience with hymns of the church and the repertoire of sacred music
- Able to work a flexible schedule, including Sunday worship, evening meetings and rehearsals, and weekend services and rehearsals

Relationships

- Reports to the Senior Pastor/Head of Staff
- Supervises all members of the music staff (see "Supervision")
- A member of the Music Committee, whose chair is a member of Westminster's Session
- Works closely with staff members responsible for youth and educational ministries
- Functions as staff support to any search committees set up for music positions
- Attendance at weekly staff and bulletin meetings; attendance at Session or Worship Committee meetings at the invitation of the Senior Pastor or committee chairperson
- Performance is evaluated yearly under the direction of the Personnel Committee with input from the Music Committee

Education & Related Experience

Bachelor's degree required, Master's degree or extensive relevant experience preferred; experience in congregational ministry related to music, or extensive equivalent experience in music in a not-for-profit setting.

Supervision

Acts as the primary supervisor for all persons serving in paid or voluntary leadership positions in the Music Ministry of Westminster. These positions include but are not limited to accompanists and directors of all church choirs, the Westminster Winds, and guest leaders.

Supervised by:

Senior Pastor/Head of Staff

Job Classification:

Exempt – Full Time 40 hours per week, including Sunday mornings

Working Environment and Physical Requirements

- Duties are primarily performed in an office/studio/worship space environment, but occasionally performances may occur outdoors where the candidate must be able to work in various weather conditions using appropriate safety measures
- Ability to hear and distinguish music and audible tones
- Ability to move about in rehearsal, performance, and office environments to access performance spaces, desks, and office machinery, including the ability to bend, stretch, and reach out
- Ability to occasionally move and transport music, instruments, and equipment up to 25 pounds without assistance
- Visual acuity to read music
- Visual acuity to detect visual cues from the stage at a distance of 50 feet
- Ability to work in an environment with frequent interruptions
- Ability to work on a shared office platform for technology and operate email, basic word processing, and data management applications
- Ability to understand the speech of another person and speak clearly so listeners can understand
- Determine from which direction a sound came
- Move the arm and hand for long periods of time without getting tired
- Use stomach and lower back muscles to support the body for long periods without getting tired
- Make fast, repeated movements of fingers, hands, and wrists

TO APPLY, CONTACT:

Westminster Music Minister Search Committee
Rev. Lynette Sparks, Senior Pastor
musicapply@wpcgr.org

Your application should include:

- Name, address, email, telephone number
- A record of formal education (i.e., schools and/or programs attended)
- Resume documenting training in music and experiences establishing qualifications for the Minister of Music position
- An employment history, including employers and positions
- Professional references (may be prior employers)
- Ability to perform the requirements identified in the job description

Review of Applications begins immediately

