

IRVINE PRESBYTERIAN CHURCH POSITION DESCRIPTION

JOB TITLE: Interim Director of Worship, Music and the Arts

DEPARTMENT: Program

REPORTS TO: Head of Staff

POSITION SUMMARY:

To prepare and coordinate all musical and liturgical aspects of all worship services so that God is glorified and the body of Christ is edified.

RESPONSIBILITIES INCLUDE:

- Plan all Sanctuary worship services in partnership with the Pastoral staff.
- Produce, with assistance from the administrative assistant, the printed order of worship(s).
- Arrange for and oversee all instrumental music.
- Direct all vocalists (choir, soloists, etc.)
- Oversee the implementation of Sanctuary worship services (sound, lighting, ushering, setup, etc.)
- Supervise the Associate Director of Music and College Ministries (music/worship responsibilities only) in the planning and the implementation of the Veritas service.
- Supervise the Worship, Music and the Arts staff.
- Oversee the worship and music budget and the maintenance of all musical instruments.
- Attend all program staff meetings
- Other duties as assigned.

QUALIFICATIONS INCLUDE:

- Bachelors of Music
- Preference of minimum of ten years experience planning and leading church worship.

HOURS AND COMPENSATION:

26 Hours per week
Non-benefited position
Term of employment expected to be 4- 6 months
Pay rate \$32 – 34 per hour

TO APPLY:

Email to: Employment@irvinepres.pres
Mail to: Irvine Presbyterian Church
4445 Alton Parkway
Irvine, CA 92604
Attn. Rev. Scott Bullock