

**PWCC Job Description**  
**Minister of Music and Media**

**To apply:**

- a. Submit resume with at least three references to musicmedia@palmwestchurch.org.
- b. Submit at least one video of yourself leading worship.
- c. Indicate if interested in full-time or part-time music position for traditional and contemporary services or full time with part time media technology position with experience and references for each.

**Classification:** Exempt, full-time, salaried with benefits and 5-10 years related experience in music worship (contemporary and/or traditional) and media technology.

**Salary Range:** \$4,200 - \$5,400 monthly

**Reports to:** Senior Pastor

**Date:** August 15, 2021

**Work Schedule:** Weekly (varying schedule of 40-45 hours per week, depending on weekly needs)

**Job Objective:**

Creates an atmosphere of celebration and reverence to God through music for all worship services. Leads and directs the church music program to include choir(s), vocal, instrumental and other phases/expressions of musical experience. Fosters an innovative, blended style of music to enhance and support the worship message goals for contemporary and traditional worship services. The Music Minister must collaborate and work cooperatively with other ministries across the church. In addition, operates, maintains, produces, and troubleshoots audio-visual equipment and computer/ software needs within the church, including database and copyright management, data storage, software, audio/visual, webpage, and graphics.

**Primary Responsibilities:**

- a. Reports to the Senior Pastor, leading in the organization and planning of the worship services.
- b. Recruits necessary musicians, singers and choir members for vocal and instrumental groups for a quality worship experience and organizes, leads and oversees paid musicians and volunteers for prelude, worship and special music of solos, ensembles and choral /handbells choirs for services, memorials and/or special events. Leading worship practice is expected, 6 hours on a Sunday morning for preparation, the worship service(s), and storing equipment and securing the building.
- c. Works with staff and volunteers to ensure that the audio, visual, and lighting are functional and enhancing to the worship service.
- d. Submits a budget to the Senior Pastor each year with items needed to sustain and improve the worship service. Communicates proactively to Senior Pastor if non-budgeted needs arise.
- e. Promptly responds to communication (emails, text, and phone calls).
- f. Understands the unique environment of ministering in a retirement community and is willing to craft a worship environment that is relevant to that community in traditional and contemporary worship.
- g. Manages church needs for computers, database, data storage, software, audio/visual ministry, webpage and graphics.
- h. Recruits, manages, and delegates appropriate responsibilities to volunteers (eg. camera operators, sound board, CD duplication, etc.).
- i. Creates graphics for outdoor signage, video streams, Sunday announcements, and sermon logos.
- j. Creates "life in pictures" for funerals, memorials. May including scanning photos and editing into a presentation format.
- k. Maintains and upgrades tech related subscriptions such as CCLI, CVLI, Church Streaming, GoDaddy, etc.

**Character Expectations:**

- a. Models the pursuit of godliness and seeks to motivate others to do likewise.
- b. Candidate shall provide a written "Theology of Worship" statement that outlines their personal understanding and convictions pertaining to worship.
- c. Is teachable and displays humility.
- d. Practices good and transparent communication with the Senior Pastor and all others under his/her leadership.
- e. Develops relationships with unbelievers so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
- f. PWCC membership (regular or associate) following appropriate time frame.

**Competencies:**

- a. Displays an adequate level of quality in musical abilities to include reading and interpreting music, vocal and choral conducting, and seeks to always improve.
- b. Demonstrates comfort as a servant leader in building and leading a team of musicians that inspire and move the congregation in worship.
- c. Possesses some skill and experience in audio/visual and lighting.
- d. Proficient in media related software such as PowerPoint and Media Shout and possesses practical usage of YouTube, Google, WordPress, Office 365, and church database program; with 2-5 years' experience.
- e. Demonstrates comfort as a servant leader, building and leading teams of volunteers.
- f. Encouraged to become qualified in CPR and first aid.

**Annual Evaluation:**

- a. Agrees to an annual evaluation led by the Senior Pastor and is willing to address and if necessary, make changes according to the recommendations based on that evaluation.

**Benefits:**

- a. Works full time (40+ hours per week) and is permitted to work off site to do some preparation and planning.
- b. Receives professional allowance, including reimbursement for work related expenses.
- c. Paid vacation of a maximum of 4 weeks in accordance with current employee handbook, after service requirements are met, with the expectation that the responsibilities of his/her ministry is covered during time off.

**Termination:**

- a. The church is an at-will employer. An employee's job may be terminated at any time due to character issues in particular but also for any other reason. The employee may choose to leave the job at any time. (It is encouraged to give at least a two-week's notice prior to leaving the position).
- b. The Senior Pastor is authorized to terminate employee associates with unresolved job performance issues after failure from coaching and corrective action in accordance with Employee Handbook.

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Employee Signature

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Date