**Presbyterian Church of Novato**

710 Wilson Avenue, Novato, CA 94947

(415) 897-6152

[www.pcnovato.org](http://www.pcnovato.org)

**Position:** Director of Contemporary Music

**Hours:** 12 hours a week (42 weeks); 10 weeks at reduced schedule not to exceed 7 hours a week

**Compensation:** $17,998 annually. Vacation time is 4 weeks per year

**Purpose:** To provide leadership, team building, and development of the music ministry for weekly onsite and virtual contemporary worship service (September 1 through mid-June), bi-weekly worship service (mid-June - August 31)

**Accountability:** Supervised directly by the Pastor. PCN Session through Personnel Committee provides administrative oversight.

**Position responsibilities**:

1. Regular duties:
2. Lead and direct Praise Band during Contemporary Worship Service (onsite and virtual)(weekly approx. September 1-May 31, bi-weekly June 1-August 31)
3. Modify songs depending on worship service needs (communion, baptisms), respond to needs of worship leaders with music
4. Coordinate and cooperate with Traditional Worship service providers to set up, take down, and allow for access
5. Recruit, support and lead volunteer band members
6. Provide titles of songs and names of Praise Band members to Church Secretary for inclusion in the Sunday Bulletin
7. Provide titles, words and appropriate instruction to the Church Secretary and IT worship coordinator for projection to the congregation during onsite and virtual worship service
8. Coordinate the set up/take down of equipment at weekly rehearsals and Sunday worship service
9. Troubleshoot equipment problems before rehearsals/worship
10. Monitor and ensure all equipment is stored appropriately and safely
11. Cooperate with other worship demands to ensure that the equipment and instruments do not interfere with worship service
12. Ensure adequate technical support, provide detailed instruction to technical support in advance of worship service
13. Conduct weekly rehearsals in preparation for worship service
14. Learn and teach new music and songs to Praise Band
15. Prepare recordings for Praise Band and IT/Sound Technician rehearsal
16. Prepare printed music and material for musicians
17. Collaborate with Pastor on appropriate songs for sermon topic
18. Examine current repertoire for appropriate songs
19. Regularly identify and perform new songs appropriate to subject matter/sermon topic with Pastoral input
20. Coordinate with PCN staff members
    1. Director of Technology
    2. Director of Traditional Music
21. Attend and participate in monthly PCN Worship Committee meetings
22. Maintain calendar database of Praise Band members’ availability and absences
23. Maintain song database of performed and planned music
24. Maintain contact and availability information for substitute musicians
25. Install, repair, maintain cords, equipment, wiring, sound system, amplifiers, cables, and microphones as appropriate in coordination with the Director of Technology
26. Notify the Church office when substitute musicians are necessary and provide information necessary to compensate the substitute musicians
27. Identify and coordinate substitute/replacement musician(s) for up to four (4) Worship services requiring music during planned vacation and absences for both self and also for band members

**Qualifications:**

* Faith in Jesus Christ and a love of the Church
* Commitment to spiritual formation
* Ability to read, play, sing and conduct music
* Knowledge of contemporary Christian music
* Ability to recruit and lead a team of volunteer musicians
* Strong interpersonal skills
* Successfully pass background check and fingerprinting

**Background:**

High school graduate with experience working in contemporary Christian church music

**To Apply:**

Submit a letter of interest and resume to the Presbyterian Church of Novato Personnel Committee, 710 Wilson Ave. P.O. Box 631, Novato 94948 or pcnadmin@pcnovato.org. Interviews will be held when a suitable number of applications have been submitted.