

## Job Description

<b>Position:</b>	Associate Director of Contemporary & Family Worship Services
<b>Classification:</b>	Full-Time, Exempt
<b>Reports To:</b>	Director of Music
<b>Evaluation Due:</b>	Annually by Director of Music
<b>Supervises:</b>	Paid singer sand/or band members for ASH
<b>Schedule:</b>	Normal work week is Sunday – Thursday. Evening Rehearsals. Occasionally will be asked to attend events on Fridays, Saturdays and off hours.
<b>Staff Liaisons:</b>	Liturgical Commission

### Job Summary

Provides leadership, creative direction, and coordination of instrumental and vocal music at all Sunday services in All Saints' Hall – including the Contemporary and family liturgies (Discovery).

Our ideal Director will provide leadership, creative direction, and coordination of instrumental and vocal music at all Contemporary and family liturgies (Discovery). This person will have experience with and an appreciation for liturgical worship and will be able to partner with the Director, Associate Rector for Worship & Liturgy, and Rector to creatively engage these congregations in worship that is participatory, inspirational, and enlivening of their journey with God.

Interested applicants may send a resume and cover letter to Margaret Haigh at: [haighm@christchurchcharlotte.org](mailto:haighm@christchurchcharlotte.org)

### Qualifications

- College graduate (minimum) with a degree in music.
- Minimum of 5 years experience in field of music.
- Experience with and appreciation for liturgical worship (Episcopal, Lutheran, Methodist, etc)
- Expertise in either guitar or keyboard and vocal skills
- Experience in musical notation software such as Synthesia and worship software such as MediaShout or ProPresenter.
- Good people and leadership skills.
- Good creative and talented background.
- Ability to work musically with a wide variety of people – including families with children ages 2 and up.

### Duties and Responsibilities

1. Recruit, train, rehearse and guide the contemporary band, ensembles, solo singers and musicians for Contemporary & Family Worship Services (All Saints' Hall services.)

2. Plan and prepare the music that establishes the right ethos and enriches the worship experience for All Saints' Hall services (Contemporary and Discovery Eucharists – service for families with small children) in conjunction with the Associate Rector for Worship and Liturgy, Rector, and Director of Music.
3. Coordinate monthly band schedules and communicate monthly band calendars to all necessary people (including av/sound techs), and a method of sheet music distribution.
4. Create, edit and proof liturgical texts and slides which also establish the right ethos for All Saints' Hall Services.
5. Consult with the Director of Music to develop the music budget in consultation with the Rector and Parish Administrator.
6. Assist the Director of Music (musical instruments) the Technology Arts Coordinator, and the Director of Facilities (electrical sound equipment, mics, etc) and to maintain and care for the sound equipment and musical instruments belonging to the church – including making arrangement for their upkeep, development, maintenance and repair.
7. Help the Director of Music to obtain in a timely advanced fashion appropriate substitute musicians of requisite competence to perform the duties and obligations relating to the music of the church in All Saints Hall.
8. Develop and implement music for other parish events and initiatives including, but not limited to, Youth Band Music, VBS, Music Outreach and Special events.
9. Attend and contribute to regular staff meetings and other meetings as may be necessary for the music program of the church.
10. Assist the Director of Music in advising the Rector, Associate Rector for Worship and Liturgy regarding musicians and music for alternative worship services.

***This task list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.***

*I have read the above and agree to its provisions:*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: Employee, Parish Administrator