

Director of Music and Worship

First Presbyterian Church San Mateo (FPCSM)
194 25th Avenue
San Mateo, CA 94403
(650) 345-1633

Position Description:

Director of Music and Worship

Date Prepared:

March 3, 2020

Date Approved:

March 3, 2020

Status: Part-time (20 hours per week). Depending on the candidate's skills and interests, there is potential for this position to be as many as 30 hours per week.

General Purpose of Position:

First Presbyterian Church of San Mateo is seeking a Director of Music and Worship (DMW) for a blended (contemporary and traditional) Sunday morning worship service. We are seeking a joyful, humble, and Spirit-led person who desires to use their God-given vocal and musical talent and experience for Biblically-based worship leadership.

Organizational Relationships:

The DMW will work closely with the Pastor and the chair of FPCSM's Worship Ministries Team.

Supervision and Accountability:

The DMW reports directly to the Pastor for spiritual and ministry guidance and is ultimately accountable to FPCSM's Human Resources Team.

Role and Responsibilities:

- Vocal and instrumental worship leadership
- In consultation with the pastor, plan, organize and lead the music and worship components of a weekly Sunday morning service. Preparation should incorporate prayer, conceptual forethought, theological soundness, and musical appropriateness.
- Schedule musicians, vocalists, and A/V technicians for worship services through Planning Center.
- Select and prepare music for instrumentalists and vocalists in print and other media formats.
- Run weekly rehearsal(s).
- Oversee media preparation and presentation (i.e. Pro Presenter).
- Recruit, train, lead, equip, and shepherd musicians, vocalists and other volunteers.
- Recruit, train, and manage accompanists and paid musicians.
- Recruit, coordinate, and supervise paid and volunteer A/V team.
- Prepare a weekly outline of responsibilities for all Sunday morning team members and distribute prior to Sunday morning.
- Stay current with trends in worship music, arts, and technology; learn and introduce new songs.
- Depending on candidate's interests and skills, responsibilities could grow to include technical A/V leadership, youth band mentoring, leading worship at youth group, and/or other administrative work.
- Oversee the tuning, maintenance, and repair of musical and A/V equipment.
- Periodically report song usage as needed by Christian Copyright Licensing International (CCLI).

Qualifications

- Demonstrated love for God
- Committed to being a fully-devoted follower of Jesus
- Talented vocally, with strong musical experience with keyboard; other instruments a plus, especially guitar
- Able to lead worship in a range of styles
- A team player with good energy, positive attitude and strong interpersonal skills
- Demonstrated love for people; willing to invest time and energy in others
- Able to maintain confidentiality and present oneself professionally at all times
- Good organizational skills with the ability to multi-task, prioritize and be flexible
- Strong verbal and written communication skills

Terms

- 20 hours/week up to 30 hours per week
- Attendance required as follows:
 - Sunday morning worship
 - Rehearsal(s) for Sunday morning worship
 - Weekly staff meetings
 - Monthly team and elder board meetings
- Must submit to and pass background check and fingerprint screening

Compensation: TBD

Benefits:

- Medical insurance prorated for less than full-time
- Dental insurance prorated for less than full-time
- Vacation time prorated for less than full-time
- Paid sick leave as provided by California law
- 403b matching

Who we are:

Our stated mission is to honor God by helping people become fully-devoted followers of Jesus. We are a loving community of people seeking to honor God, follow Jesus, and make a positive impact in our local and global communities through the Gospel.

Our values are:

1. Jesus Christ as Lord
2. Loving God wholeheartedly
3. God's Word as foundational
4. Equipping all for ministry
5. Telling God's good news
6. Generosity
7. Compassion and social justice
8. Prayer and healing
9. Children, youth, and families
10. Community