



# MUSIC MINISTER

## Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing oversight and direction of the Music Team by nurturing the unique artistic gifts of vocalists and musicians.

### DEPARTMENT

Communication Ministry

### REPORTS TO

Music and Production Minister

### DIRECT REPORTS

Music Director, Choir Director, Musicians

### WORK WEEK

Weekend Service and meetings as needed

### HOURS PER WEEK

40

### FLSA

N/A

### JOB CLASS

Professional

### MINISTER DESIGNATION

Yes

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Oversees and manages the worship at all church-wide ministry events. Creates and ensures quality worship experiences. Leads weekend worship at least three times per month, along with other church-wide events.
2. Collaborates with the Music and Production leaders to ensure the teams align to the vision and mission of the church.
3. Cultivates a songwriting culture of original music from our mission, vision, values, beliefs and sermon series.
4. Leads the Music Team Ministry staff through prayer, one-on-ones, goal setting, development, team meetings, training, and evaluation.
5. Cultivates relationships with volunteers and recruits musicians and vocalists to serve in leadership positions.
6. Oversees auditions and on-boarding process of Music Team volunteers.
7. Oversees and guides the Music Director in the scheduling of musicians and vocalists.
8. Develops and mentors Next Gen (Kinder - Young Adult) music staff and volunteers.
9. Develops, maintains, and implements Music Team Handbook. Ensures staff and volunteers are familiar with roles/responsibilities.
10. Provides budget input and oversee expenditures of Music Team.
11. Oversees Music administration copyright tracking including collection and processing of all tracking information. Maintain and audits Planning Center Online accessibility and recording. Ensures CCLI reporting and addresses licensing issues.
12. Reviews and approves timesheets submitted by part-time paid staff.
13. Develops and maintains approved song list with the Music and Production Minister and Music Director on a quarterly basis.
14. Oversees approval and rollout of new songs, including the recording and mastering of new songs for church-wide use.
15. Assists with weekend services and pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
16. Other duties and responsibilities as assigned.



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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university with major coursework in music or related field.
2. Five (5) years of music and pastoral experience in a larger church (1,400+) with leadership over 100+ volunteers. Experience should include a high degree of musical competence in band dynamics, musicianship, vocal capability, modulation/transposition and improvisation.
3. Experience can be substituted for education.

### KNOWLEDGE AND ABILITIES

1. Knowledge of biblical theology as it relates to spiritual formation.
2. Knowledge of foundational Christian beliefs and practices.
3. Knowledge of elements of worship such as vocal, instrumental, visual, content, movement, etc.
4. Knowledge of principles of supervision, training and performance management.
5. Knowledge of project management practices, techniques, and methodologies.
6. Knowledge of Planning Center Online and music software (Finale, Logic, Mainstage and Ableton Live).
7. Knowledge of English grammar and vocabulary.
8. Knowledge of budget development, expense tracking/reporting and administration.
9. Ability to work in a fluid and collaborative environment.
10. Ability to lead a group to accomplish a common goal.
11. Ability to play the piano or acoustic guitar.
12. Ability to plan and organize projects.
13. Ability to multitask, work independently, follow direction with a high attention to detail.
14. Ability to use relational understanding to guide thinking and behavior.
15. Ability to use computers and a variety of software applications.
16. Ability to work independently with limited supervision.
17. Ability to communicate clearly and effectively in writing or verbally.
18. Ability to establish and maintain effective working relationships with staff, members, and volunteers.
19. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** APRIL 2021