



**Yorkfield**  
Presbyterian Church

## JOB DESCRIPTION

### *Praise Worship Music Director*

Yorkfield Presbyterian Church  
1099 S. York Road, Elmhurst, IL 60126

(630) 833-6600 - eypc.org

**Updated: September 2021**

#### **Overview**

The PWMD is responsible for coordinating the overall music ministry of the Church's Praise Worship service and for rehearsing and directing *Messenger*, the congregation's volunteer praise band. Messenger leads the congregation in singing for the 11:15am worship service during nine months of the year (from the Sunday following Labor Day through the Sunday in June), and at 10:00am every other week (approximately) during the summer months.

#### **Responsibilities**

- A. Selecting appropriate music of the weekly Praise Worship Service in conjunction with the preacher for that Sunday
- B. Distributing music and providing links as necessary for musicians as needed
- C. Scheduling musicians for rehearsals and services, with an openness to developing musicians within the congregation
- D. Directing weekly rehearsals of the Band
- E. Assisting in set-up and take-down of equipment as needed
- F. Providing for the leadership of the congregation in singing during praise worship, if not serving as the song leader
- G. Assuring that projected song lyrics have been created and are accurate, and scheduling appropriate volunteers to run the A/V equipment and sound system as needed.

#### **Hours**

The PWMD position is considered a twelve-month part-time position. The average time commitment is 6-8 hours per week. The PWMD may exercise flexibility in the use of their hours, but ordinarily the following will be normal components:

- A. Sunday morning band warm-up and worship music leadership when the band is playing, with one week off per month.
- B. Weekly attendance at Band rehearsals, with one week off per month.
- C. Attendance at Worship Commission meetings at least twice per year.
- D. Brief monthly coordination meetings with the Pastor.

#### **Accountability**

The PWMD is an employee of the Church, hired by the Session and accountable on a week to-week basis to the Pastor. The PWMD will also work in a collegial relationship with other music staff, the Worship Commission and the pastor in the planning & coordinating of music for worship.

### **Required Skills and Experience**

- A. A personal and committed relationship with Jesus Christ.
- B. The PWMD should have prior experience participating in a multi-piece, rock inspired band, preferably in a leadership role in a church setting.
- C. Ability to read music.
- D. Familiarity with sound reinforcement concepts and technology (sound board, microphones, etc.)
- E. Able to communicate and interact with people in a variety of settings: one-on-one, small group, etc.

### **Evaluation & Review**

The PWMD's ministry will be evaluated by the Pastor and representatives of the Administration & Personnel and Worship Commissions at the end of 3 months, 6 months, 12 months, and then annually thereafter.

### **Resources**

- A. The Messenger praise band, currently an 8-person, all volunteer group
- B. The Church Office secretarial staff, photocopy, mailing and computer services are available to the PWMD.
- C. The Church currently has a fairly extensive library of printed praise/worship music, and an annual subscription to the Christian Copyright Licensing International (CCLI) website.
- D. There is an annual budget for new music and equipment, approved annually by the Session.

### **Salary & Benefits**

- A. Continuing education dollars are available on an as requested and approved basis
- B. Two weeks of vacation
- C. This is a salaried position.