Praise Team Director Position

Position Description:

The Praise Team Director is responsible for the music at the 9:00 am Sunday Contemporary Service at Church of the Nativity. This involves playing the keyboard, directing the Praise Team, leading congregational singing, and selecting music consistent with Nativity’s Vision, Mission, and Theology.

Scope of Position:

This position is a part-time, hourly position, up to 30 hours per month. The Praise Team Director is expected to be a hands-on, playing/singing/directing member of the Praise Team, and to coordinate with the Pastor and Worship Design Team regarding music selections. The Praise Team Director is a professional staff job at the Church of the Nativity, and is expected to participate as a team member with the pastor, Music Director and other staff members of the Church, vocalists, instrumentalist, lay leaders, and all parishioners, always mindful that we are all members together in the body of Christ.

Principal Responsibilities:

- Attend and lead all rehearsals (except for vacations);
- Play keyboard for the 9:00 am Contemporary Service;
- Sing with Praise Team;
- Recruit Praise Team members as needed;
- Select all music for the Contemporary Service, ensuring that it is appropriate and consistent with Church of Nativity’s vision, mission, and theology. This includes: 1-2 Gathering Songs, Prayer Song, Sending Song (Praise Team and Congregation), Communion Song (3rd week of month) and Offering Song (Praise Team). This will be coordinated with the Pastor;
- Lead the Praise Team in at least one special concert or worship a year.

Administrative and General Responsibilities:

- Enter music selections into Contemporary bulletins;
- Maintain Worship Song Words and Worship Song Use lists;
- Manage copyright licenses including reporting for CCLI (every 30 months, every week for six months) and One License (weekly);
- Make chord and vocal copies for musicians;
- Arrange for repair/replacement of broken mics and chords;
- Meet with the Worship Design Team monthly;
- Meet with the pastor to plan and coordinate musical selections for upcoming services;
- Attend two yearly Staff Retreat days;
- Arrange for the Music Director to substitute during vacations and other absences;
- Write an Annual Report about the Praise Team and your responsibilities.
- Other duties as assigned.
Accountability:

Ultimate accountability is to the church governing board, the Church Council, the only body which has authority to hire or terminate the employment of the Praise Team Director. Day-to-day duties are overseen by the pastor. The music ministry will be planned in consultation with the Worship Design Team, Music Director, and pastor. The Personnel Committee provides a review after four months and an annual review, thereafter, and is available for support if problems arise.

Current Praise Team Participants:

Instrumentalists: 2 Percussionists; 2 Acoustic Guitarists; Praise Team Director, Keyboard; Vocalists: 2 Sopranos; 1 Alto; 3 men who sing melody.

Current Rehearsal Schedule:

1st and 3rd Tuesdays of each month, including summer, 7:00-9:00 pm. Every Sunday morning, 8:15-8:50.

Compensation and Benefits:

- This position is a 12-month regular, part-time, hourly position.
- Hourly wage is $18 an hour, up to 30 hours per month, to be paid bi-weekly. Hours must be reported, weekly, to supervisor and bookkeeper. Hourly rate may increase as years progress.
- Thirty hours, PTO (paid time off), to be approved by pastor and Music Director.
- Employer Social Security, NYS Disability, Workman's Compensation, FMLA will be paid by the church.

To apply, please send resume, cover letter, and three references to:

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