

POSITION DESCRIPTION: Director of Music and Worship

Bradenton Christian Reformed Church

4208 26th St W

Bradenton, FL 34205

Email: info@bradentoncrc.org

Phone 941-753-6464

Reports to: Senior Pastor

Status: Full-Time

Salary: \$60,000 - \$80,000 Per Year

Education: Bachelor's Degree

Experience: 5 - 10 years

- The Director of Music and Worship is accountable to the Consistory, which conducts performance reviews and sets goals
- Works under the supervision of the Senior Pastor and the Worship Committee regarding worship planning
- Contractual matters—salary, vacation, etc.—are determined by the Church Council

Job Description

The Director must:

- Affirm the authority and infallibility of Scripture
- Hold confessional agreement with the Three Forms of Unity: the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort
- Become a confessing member of Bradenton Christian Reformed Church

Responsibilities

1) Worship Service Planning

- Plan and execute Sunday morning and evening worship services in coordination with pastoral leadership, ensuring the selection of theologically sound music that supports each message
- Lead worship service preparation meetings with pastors, tech staff, and other participants to review responsibilities and service flow
- Collaborate with the Tech Director to upload songs, litanies, and related worship components

- Oversee setup and breakdown of equipment, microphones, and instruments for all services and rehearsals
- Review the order of worship with sound booth personnel, organists, pianists, and all others involved prior to each service
- Serve as a consultant to musical groups providing music at BCRC events
- Communicate with guest pastors and speakers regarding the planned order of worship
- Provide office staff with the finalized order of worship for bulletin preparation

2) *Congregational Singing*

- Learn and appreciate the congregation's worship traditions and be sensitive to the diversity of worship expressions
- Lead congregational singing in worship services, strengthening familiar songs and effectively teaching new ones
- Help the congregation envision and embrace new musical possibilities in worship

3) *Instrumental Accompaniment*

- Serve as the principal organist/pianist for all worship services
- Schedule instrumentalists, pianists, and organists for worship services, weddings, and funerals, participating personally as needed
- Work directly with instrumentalists and accompanists to prepare for services
- Mentor instrumentalists and worship leaders
- Encourage skill development among future instrumentalists, pianists, and organists

4) *Choral & Praise Team Leadership*

- Direct and lead the Worship Choir, including rehearsal planning, seasonal programs, and Summer Choir
- Lead Praise Team rehearsals and provide musical leadership during worship

5) *Special Music*

- Encourage congregants to use their God-given gifts through special music participation
- Schedule, organize, and rehearse special music offerings as needed
- Develop vocal and instrumental ensembles; provide arrangements, coordination, and direction
- Collaborate with children's and youth ministry leaders to include these groups in worship
- Create new musical opportunities for congregants of all ages (e.g., children's hand chime choir, hymn festivals)

- Plan special and seasonal services, including cantatas, in partnership with the Worship Planning Committee
- Oversee or direct Handbell Choir rehearsals and worship participation
- Participate in workshops and continuing education as approved by Council

6) *Technical & Technological Responsibilities*

- Supervise Technical Staff related to worship services
- Oversee tuning, maintenance, and repair of instruments, pianos, and organ
- Collaborate with the IT Director to promote worship ministry—new songs, events, and special music—through BCRC’s digital platforms (e.g., Facebook, Instagram, YouTube)

7) *Other*

- Serve as an ex-officio member of the Worship Committee and provide monthly reports
- Attend staff meetings
- Attend Council meetings and retreats when requested
- Responsible for other duties as negotiated

8) *Financial Responsibilities*

- Develop and manage the Worship Committee budget
- Purchase musical arrangements for choral and instrumental use
- Maintain and update the music library and licensing as needed
- Arrange payment for musicians
- Recommend purchases or donations of sound, video, and musical equipment to the Property Committee/IT Committee

Apply [HERE](#) at Church Website