

Job Description: Assistant Director of Music, Informal Worship Service | River Road Presbyterian Church, Richmond, VA

Position: Part-time (average 15 hours/week), salaried.

Requirements: Love for Jesus Christ and desire to share this love through music. Proficiency in performing music and directing performances. Background in reformed theology. Familiarity with Christian Music, particularly Contemporary Christian Music (CCM). Team Player.

Goals: The goal of this position is to work with staff and church members to lead the congregation in the public worship of God at the weekly informal 9 AM worship service.

Responsibilities:

1. Primary responsibility for music at informal worship service
2. Reports to Director of Music and Head of Staff
3. Selects songs and music for performance, appropriate to subjects of the weekly service
4. Works with Director of Music to choose appropriate music for combined worship services
5. Leads musical performances during the service
6. Conducts band/ensemble rehearsals
7. Recruits, develops and schedules performers. Expands the overall program of informal service music program as a vital component of River Road Presbyterian Church.
8. Recruits and coordinates volunteers for all musical aspects of informal service. Expand the band to include new musicians regularly.
9. Responsible for sound equipment placement and operation
10. Assist Director of Music in maintaining, purchasing sound equipment and instruments through the Worship and Music Ministry Committee. Work closely with the Director of Music to establish an annual budget for the informal music ministry.
11. Responsible for creating and running the video presentation during service/coordinating volunteers
 - a. Obtain and design slides for music selected
 - b. Proofread materials submitted for inclusion by Pastors/others
 - c. Assist in choosing appropriate software for needs of worship
 - d. Provide training for volunteers
12. Maintain Church's annual CCLI license for use of downloaded music in consultation with the Director of Music.
13. Responsibility for all sheet music pertaining to the 9 AM service. (downloading, annotation, storage)
14. Work to create weekly media content to be shared via the website and social media platforms related to the informal service.
15. Empower lay persons to feel confidence in participating in all aspects of worship service.
16. Attend meetings of the Worship and Music Ministry Committee and staff meetings upon request.
17. Work with staff and key volunteers to discern a plan for growth that aligns with both the music ministry vision, and the church's larger vision.
18. In collaboration with the Director of Music, conduct an annual review of music at the informal service.

Compensation: \$15,000 annually. 3 weeks vacation annually (no more than 3 Sundays). Continuing Education Requests will be considered on a case by case basis by the personnel ministry. No Benefits.