

TABERNACLE PRESBYTERIAN CHURCH (Tab)

Job Description and Background Info

**JOB TITLE**

Director of Worship and Music

STATUS:

Full-time, Exempt/Salaried

REPORTING TO:

Senior Pastor/Head of Staff

SUPERVISING:

Soloists/Selection Leaders, Volunteers, Contemporary Service Worship Leaders, Music Interns

REQUIREMENTS/QUALIFICATIONS:

- Strong personal commitment to faith in Jesus Christ
- Minimum of Bachelor's Degree in music; prefer Master's Degree in music; minimum of 5 years' experience
- Appreciation of church worship and music programming
- Excellent musicianship including: organ and piano playing skills; vocals, orchestral, ensemble and especially choral conducting; leading handbell groups; ability to use lead sheets and chord charts to support contemporary worship musicians
- Broad understanding of different music styles and their effective employment within a Christian church community to facilitate worship and congregational spiritual growth
- An understanding of the use of worship and music and how it rises out of the history of the church
- Excellent organizational capabilities and strong communication and inter-personal skills to enable effective leadership and interactions with church members and staff, ensemble members and outside entities

MAJOR RESPONSIBILITIES:

Position Summary: Tab's Director of Worship and Music (DWM) shall model the Christ-centered values of the church while effectively planning, leading, coordinating, and administering all aspects of the Worship, Music and Arts Ministry of Tabernacle Presbyterian Church. The responsibilities cover all related activities for programming and directing the musical needs of ministry and worship to facilitate the growth and spiritual enlivening of the congregation and ministry participants.

- Build relationships with those in the greater community through the use of music and arts, create an avenue of faith building through music and arts within the broader community
- Actively and creatively employ music and the arts as a means of enhancing Tab's worship and communication with God.
- Administer the annual worship and music budgets and oversee spending in accordance with church budgetary requirements.

WORSHIP SERVICES

- Communicate/coordinate with the Pastors regarding the Sunday Morning and special worship services
- Help plan content for and participate in worship services as needed
- Direct, rehearse and coordinate with all choirs, soloists, section leaders, instrumentalists, specialists and oversee volunteers or guests participating in the worship service
- Rehearse/practice all service music to be performed for Sunday mornings and/or special services
- Support planning and communications related to special events on the church calendar and to the regular worship services
- Assist with preparing and proofreading bulletins, promotional materials, coordinating Minute for Missions segments in services, supervise changing of paraments and hymn boards

OTHER EVENTS/RESPONSIBILITIES

- Participate in weekly staff meetings for input, communication, and building strong staff relations
- Supervise and assist Contemporary Service Worship Leader and team as needed
- Help plan and direct church special events (including Tab Jams) for special worship services and events/conferences— playing as needed or securing qualified musicians, worship leaders or clinicians
- Coordinate use of building and schedulable resources for special events, weddings, funerals, etc.
- Weddings and funerals special requirements
 - Consult with families as needed for wedding and funeral arrangements
 - Play/perform or secure musicians for music for such services as needed
 - Oversee and coordinate staff and volunteers needed for weddings, funerals, visitations and services
 - In all music for such events, Tab's DWM shall review and approve musical selections to be performed so that they are all in accordance with the church's wedding and funeral policies
- Collaborate/coordinate production for special live streams, programs or channel recordings, TV or special programs or other media efforts with the Media Ministries Director and selecting and managing any guest musicians for productions
- Structure and supervise Tab's use of Music Interns
- Encourage those with special talents to use their gifts in ministry and service of the church
- Pray for the Music Ministry, the worship services, its participants, and those attending

ADMINISTRATION

- Serve as support staff member (non-voting liaison) to the Worship, Music and Arts Committee
 - Coordinate with committee chair on agenda, minutes and follow-up with committee work
- Oversee upkeep of all musical instruments
- Maintain computer records of all music library information
- Secure substitutes for all services that the DWM is unable to play and train them in the management of the specific services needed
- Recruit and contract and supervise all special musicians as needed
- Submit payroll for paid soloists/section leaders and guest musicians
- Prepare, monitor, and abide by annual budget for Worship, Music and Arts Committee with the guidance of the committee, including overseeing the Designated Music Fund
- Order solo, choral, and handbell music and maintain records of solos, anthems and other special music presented as needed and secure appropriate licensing to be compliant with copyright laws
- Facilitate special requests for flowers and related designated donations, communion preparation, and supervise acquisition of needed materials, (e.g.) candles, liquid wax and wicks

BACKGROUND ON TAB

Tabernacle Presbyterian Church (Tab) has a rich history of Sacred Music in Indianapolis for inspiring Christ centered worship. Tab supports excellent musicianship across many types of performances: classical musicians, with a few annual events for orchestra or smaller ensembles; contemporary worship music; Jazz music for worship; as well as traditional service music that features special instruments of our own like our stunning Casavant organ in the Sanctuary, 17 stop Reiger tracker organ in McKee Chapel, a Steinway L grand piano in the Sanctuary, a distinctive 5 octave set of Malmark handbells and choirchimes and a lovely 2 manual Flemish harpsichord built by David Jensen. The congregation enjoys both contemporary and traditional services as well as blended services in both our incredible main Sanctuary and the beautiful McKee Chapel.

Tab's choral program is supported through the annual budget by regular funding for participation from paid soloists (generally collegiate or master's level) supporting our Soprano, Alto, Tenor and Bass sections. The Contemporary/Jazz worship leadership and musicians are also funded annually.

Tab regularly has a paid Organ Intern from a local university that assists with the many services where organ supports choir, congregational singing or solo organ pieces. The intern also has a wide range of additional opportunities, including conducting and learning the logistics of church music administration.

Our media ministry history includes many years of broadcast programming and supports a full time Media Ministry technical person to support production of our worship services, programs and streaming.

Beyond music and worship, Tab's long-term urban and metropolitan mission commitments include: a youth recreation program that takes over a thousand youth each year through many well-organized sports programs at our beautiful facilities; a broad based tutoring program, participation in the startup and ongoing support of a classical school (The Oaks Academy); startup help and ongoing support for a neighborhood health clinic (Raphael Health Center); and three summer TabJams music festival events annually for neighborhood outreach through great music performances.

APPLICATION PROCESS

Interested parties should submit the following for consideration:

- A cover letter/letter of interest
- Complete contact info for yourself with relevant social media links
- Your complete resume or CV
- Three letters of reference (including one clergy reference)
- Contact info for three professional references that have been alerted to potential calls as reference
- Links for any worship/performance or rehearsal video available

Please send resumes with subject line "Tab Director of Worship and Music Interest" via email to:

BeaconMark@gmail.com

Also please cc: HR@tabpres.org

Find Tab online at:

Tabpres.org

YouTube: [Youtube.com/@tabindy](https://www.youtube.com/@tabindy)

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