

# Director of Music Ministries

**Park City Community Church**  
4501 Highway 224  
Park City, Utah 84098



Park City Community Church, a Christ-centered community growing in faith, service, and generosity, is in search of a Director of Music Ministries. The Director of Music Ministries will develop, nurture, and lead a comprehensive music ministry program.

**Position Summary:** Park City Community Church offers Sunday morning worship that includes the choir, a praise band, and a variety of talented vocalists and instrumentalists. This position includes activities such as weekly band and choir rehearsals, performances by youth and children, and selecting music appropriate for the weekly message and season of worship.

The Director of Music Ministries position includes the recruitment, training, and supervision of volunteers. The Director of Music Ministries is expected to work cooperatively with teams and volunteers as a leader and guide and have good people and communication skills. The Director of Music Ministries must be available to work a flexible schedule which includes Sunday mornings and some evenings and weekends. Consideration will be given to this being a full or part-time position. Compensation will be commensurate with demonstrated experience and talent.

**Qualifications:** Applicants for the position will:

- Have experience leading a church music program or be proficient in musical accompanying and conducting vocal and instrumental groups; have working knowledge of music theory and music comprehension; and have the ability to assist vocalists and bands with music selection or other performance needs.
- Be creative, versatile, and a team-oriented individual with good relational and communication skills to attract others to the worship ministry.
- Be able to develop a team-oriented culture through training, mentoring and teaching.
- Be organized, flexible, and able to manage a budget and perform administrative tasks required by the position.

**Essential Duties and Responsibilities:** The Director will:

- Maintain a Christ-centered, creative, imaginative, and passionate attitude about worship and have sufficient understanding regarding Methodist worship tradition and theology to select appropriate music and texts for worship.
- Work with a variety of groups within the church to build the music ministry by identifying, recruiting, equipping, and providing opportunities to serve in the various worship experiences of the church.
- Coordinate the planning and implementation of a comprehensive music ministry for the congregation and oversee the ministry and direction of all music groups.

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- Supervise, train and delegate, as appropriate, the development of the worship and music program staff, both paid and volunteer, including the coordination and execution of rehearsals and directing for applicable choirs.
- Explore new and diverse worship options, to produce variety in style and focus as society and the church evolves.
- Accompany soloists and groups, as needed.
- Continually learn both about music and about the people in the congregation to effectively plan music appropriate to their needs.
- Create and design media for worship services including input of worship outlines and liturgy in appropriate software programs used in worship.
- Promote the spiritual life of the congregation and its members through music ministry.
- Guide the work of the music program through the year in conjunction with other church programs, and serve as a staff liaison to the worship committee.
- Attend regularly scheduled staff and planning meetings to plan worship with the pastor, musicians, and others who may be responsible for planning and leading worship. This cooperative planning, led by the pastor, will outline all worship services, including the use of Scripture, music, and special services.
- Develop and support effective musical leadership in the church, with the help of the worship committee chair.
- Partner with organizations, people, and resources in and beyond the congregation to enrich the worship experience.
- Maintain an inventory of, and arrange for the repair of, all church musical equipment, including pianos and band equipment.
- Maintain all necessary licensing for worship and worship-related resources.
- Select, prepare, and nurture and empower the worship and music leadership of others and help individuals discern their abilities in order to develop leaders and volunteers for all aspects of worship and music ministry.
- Create and/or delegate to trained volunteers the preparation of the electronic worship presentations for each service. Typically, this includes but is not limited to the lyrics, imagery, videos, backgrounds, projections, announcement scroll and the preparation of video recordings of the worship service.
- Other duties as requested or assigned by the pastor.

**Job Type:** Part-time of Full-time

**Required education:** Bachelor's Degree

**Compensation:** Commensurate with experience

**HOW TO APPLY:** You can apply by sending a letter of application and resume to the Staff-Parish Relations Committee by US Mail or e-mail.

**Staff-Parish Relations Committee  
Park City Community Church  
4501 Highway 224  
Park City, Utah, 84098**

To apply, learn more about the position, or express interest, send an e-mail to:  
[sprcpccc@gmail.com](mailto:sprcpccc@gmail.com)

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