



HEADWATERS  
*Church*

## Position

### Music Director

Headwaters Church | Fort Wayne, Indiana

## Principle Function

To provide comprehensive leadership to the music ministry of Headwaters Church that is consistent with the mission, values, and theology of the church.

## Primary Responsibilities

### To the Attenders

- Choose songs that put the greatness of God on display.
- Choose songs with theologically sound lyrics that promote the spiritual life of the congregation.
- Include a variety of music that appeals to a generationally and ethnically diverse congregation.
- Oversee the presentation of music such that it displays humility, modesty and awe.
- Produce and direct special events, musicals, and programs.
- Create an atmosphere of worship and praise in our public gatherings.
- Actively recruit new musicians and technicians to join the Music Team.

### To the Music Team (Musicians and Technicians)

- Make participating in music ministry a disciple-building experience.
- Embrace, motivate, and encourage all who participate in music regardless of skill set.
- Help musicians and technicians grow in their respective abilities/skills.
- Collaborate with the Music Team on the content and direction of the music ministry.
- Bring care and guidance to the Music Team members' lives in a comprehensive way. For example: regularly meet with them, visit them in hospital, etc.

## To the Community

- Demonstrate a genuine love for their neighbor without favoritism.
- Seek ways to bring the Gospel to our city through the vehicle of music.
- Develop a purposeful outreach strategy using the arts.

## To Church Staff

- Collaborate with the church staff to plan and execute a ministry calendar.
- Participate in weekly staff meetings.
- Attend multiple retreats each year to develop ministry vision and direction.
- Routinely communicate with fellow staff members concerning ministry direction and plans.
- Aid other staff members in achieving their goals and desires.

## To Senior Pastor

- Assist Senior Pastor in making public services impactful with the Gospel, working as a team to craft public gatherings.
- Answer directly to Senior Pastor for ministry aspects of job performance (and to Executive Pastor for administrative aspects of job performance).

## To Elders

- Submit to the leadership and direction of the church Elders, who exercise final authority on employment status for all ministry staff.
- Submit an annual proposed music ministry budget based on historical spending and foreseen plans/needs.
- Periodically meet to discuss:
  - the state and effectiveness of the music ministry;
  - the proposed vision/plans for and needs of the music ministry;
  - the Music Director's personal status and needs.

## To the Ministry

- Ensure that appropriate music ministry policies and procedures are established, maintained, and practiced.
- Ensure proper utilization, protection, maintenance, and disposal of music ministry assets.
- Link with organizations, people, and resources in and beyond the congregation that are concerned about music ministry.

## Qualifications

### Theological

- **A leader/learner**; someone who is biblically grounded and still pursuing growth.

### Musical

- **A leader/listener**; someone with the skill to direct the music ministry and who can receive input from others about music.

### Relational

- **A leader/servant**; someone with the skill to direct others and the heart to shepherd their lives as well.

### Personal

- **A leader/follower**; someone who is self-disciplined, submissive to others, and willing to participate in the life and ministry of the church.

### Character

- **A leader/ambassador**; someone who displays publicly and maintains privately the character of Christ, exemplifying the fruit of the Spirit in their lifestyle.

### Vision

- **A leader/visionary**; someone who understands how to direct and provide strategic planning for a music ministry, is open to change and growth in their approach, open to multiethnic and multigenerational ministry, and who directs outreach events into the community and partners with other organizations.

## Experience

- Five or more years of experience in a multiple staff ministry environment preferred.
- Experience developing a budget and managing to a budget.
- Experience purposefully planning a music ministry calendar.
- Experience with technical aspects of contemporary services is a plus. For example: sound boards, lighting, video editing, etc.

## Education

- Formal or informal training/understanding of:
  - music (e.g., reading music);
  - leading and caring for people;
  - associated technologies.

## Compensation

- Commensurate with qualifications for like positions in similar settings.

## Position Status

- Exempt, full-time, salaried position with benefits.

## Benefits

- Paid Time Off
- Supplemental wages for:
  - Retirement (SIMPLE IRA matching plan – when qualified)
  - Health insurance/expenses
  - Housing allowance (as commissioned minister)
- Life, AD&D, Disability insurance

## Work Schedule

- Typically, four weekdays (to include Tuesdays through Thursdays) plus Sundays.
- Typically, 40 flexible hours per week or more, worked as duties and events dictate.

## Send Resume to

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