

Music and Worship Director: Grace Bible Church – Portage, WI

Grace Bible Church is seeking a full-time director to oversee all aspects of worship. GBC holds to a mixture of hymns and contemporary songs that are faithful to both the Scriptures and our doctrinal convictions. We are a growing church with a wide array of age groups and are seeking for someone to help in leading us to the next level. Any experience or training in Biblical counseling, evangelism, or administrative work would be beneficial and properly compensated but is not required.

To see our website:

[gbcportage.com](http://gbcportage.com)

See our doctrine here:

<https://www.gbcportage.com/doctrine>

Please send resumes to:

Grace Bible Church  
C/O Pastor Jeremy Edmondson  
PO Box 534  
Portage, WI 53901

Or to Pastor Jeremy's email:

[Dispensationaltruth@gmail.com](mailto:Dispensationaltruth@gmail.com)

Or Call: 608-742-5090



# Worship & Music Director

**Scope:** The Worship and Music Director is responsible for establishing creative worship environments and leading church worship through music in all aspects.

**Expectations:** The Worship & Music Director will:

- Be a born again believer in Jesus Christ by faith alone
- Read, agree with, and sign the Grace Bible Church doctrinal statement and church constitution
- Possess experience, training, and expertise in the field of music and worship
- Be intrinsically motivated and professional in conduct
- Communicate well with the pastor(s), musicians, and congregation

**Responsibilities:**

- Recruit, train, and schedule musicians for worship services
- Schedule and lead worship team rehearsals (times and days subject to change)
- Create cohesive worship teams
- Prepare worship team music each week
  - Choose hymns and songs for worship services in coordination with the senior pastor
  - Distribute music to musicians and singers via Planning Center and in rehearsal binders
  - Prepare music and/or musicians for communion the first Sunday of each month
  - Update Proclaim slides weekly with corresponding text for each song
  - Prepare worship music for youth group, along with PowerPoint slides
  - Lead youth praise band rehearsals
  - Prepare PowerPoint slides for AWANA
  - Lead AWANA music time
- Serve as the "Music Librarian" for the church
  - Purchase music
  - Catalog music
- Oversee the maintenance, replacement, and/or purchase of new musical instruments and sound equipment
- Maintain our subscriptions to CCLI and CVLI where applicable
- Organize Christmas services and special events
- Prepare the yearly worship and music budget
- Provide reports and updates for elder meetings, open forum meetings, and the church annual meeting as needed
- Oversight and direction of the sound booth personnel