

Community Church Pastor of Music in Worship Contract

(Date)

Effective from _____ (Date) _____ until termination, _____ (Name) _____, hereinafter referred to as "Employee," shall act as Pastor of Music in Worship at Community Church, hereinafter referred to as "Employer," in Anywhere, Any State.

General Understandings and Covenants

1. Music is an integral part of the life of Christ Community Church (hereafter "Employer"). Under the leadership of the clergy, the Pastor of Music in Worship (hereafter "Employee") exercises an important ministry that reaches out to the staff, choir members, members of the congregation, and the community.
2. The Employee agrees to recognize and facilitate the pastoral dimension of this position.
3. The music ministry will involve the Employee as a pastor, educator, and principal musician of Community Church. The Employee's pastoral concern for and counsel to all members of the choir and members of Community Church are to exemplify the spiritual life of this place. As an educator, the Employee will teach music and explain worship concepts and patterns. As a musician, the Employee will be diligent in preparation and performance, and will cooperate with others to provide and enable the highest possible standard of worship.
4. The Employee and the Employer agree to meet regularly to facilitate collegiality in the music ministry.
5. It is understood that a variety of traditions and styles in organ and choral music is appropriate for the services, and that the use of a variety of instruments is expected.

Employee's Responsibilities

The Employee shall:

1. Provide organ music and direct the choirs at the regularly scheduled services on Sunday morning and evening, and shall select appropriate organ and choral music for each service.
2. Provide organ music and direct the choirs at all services, as directed by the Employee's supervisor.
3. Provide organ and choral music for the Christmas Eve service.
4. Subject to the Employee's availability, provide organ and choral music for services not listed above. Payment for such services and attendant rehearsals shall be: \$100 per service; \$75 per rehearsal (or per hour or fraction thereof).
5. Assist in the hiring of substitute musicians. The fees for the substitute musician are payable by the Employer.
6. Subject to the Employee's availability, take part in extra rehearsals for regularly scheduled services that require additional preparation.
7. Be responsible for the leadership of the following choirs/ensembles: mixed choir, men's choir, women's choir, and children's choir. Rehearse once weekly (or as otherwise specified) with each of the choirs. During the summer months the choirs shall not be required to sing, and soloists or ensemble groups may substitute at the discretion of the Pastor of Music in Worship.
8. Rehearse once weekly (or as otherwise specified) with each of the choirs, from the third week of August through the last week of May.
9. Cooperate with the Employer in the area of general planning and leadership of the music program. The Employee shall be directly responsible to the senior pastor.

10. Be responsible for the purchase of all music and music supplies, and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the church budget for the current fiscal year.
11. Maintain the music library in an orderly fashion and maintain, at the Employer's expense, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles. The Employee shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Employer to liability for penalties under existing or future copyright laws. In the event that photocopying of music becomes necessary for appropriate purposes, the Employee, on behalf of the Employer, shall first obtain all necessary permissions and authorizations prior to any such reproduction of copyrighted materials. The Employer hereby indemnifies the Employee from all liability in connection with the foregoing, provided the Employee complies with this paragraph.
12. Supervise maintenance, storage, and cleaning of choir robes.
13. Provide opportunities for the choir(s) to attend and/or participate in festivals, concerts, and other community outreach events.
14. Attend regularly scheduled meetings of staff and other appropriate committees and, upon reasonable notice, attend such other committee meetings as may be necessary.
15. Report to the appropriate committee(s) on the condition and needs for the maintenance of the Employer's musical instruments. The Employer shall provide for the proper care of these instruments.
16. Be present in the buildings and facilities of the Employer a minimum of 37.5 hours weekly, of which hours at least 27.5 hours shall be during the normal office hours, in order to facilitate communication with staff and to achieve integration and collegiality with all programs of the Employer.
17. Have two days per week off, along with standard holidays for all church employees, as defined in the Community Church policy manual. Deviations from this routine may be made upon proper notice.
18. Own the copyright and/or the rights granted by copyright holder to any work composed, created, arranged, or otherwise modified by the Employee, regardless of whether the composition, creation, arrangement, or modification was done during the term of this contract and/or at the direction of the Employer.
19. In the event that the Employer's job requirements change, the Employee in exchange for being considered for additional, new and/or different duties and responsibilities agrees to pursue, at the Employer's additional expense, training and professional development to meet the demands of new duties and responsibilities.
20. Provide ninety (90) days' advance, written notice to the Employer if the Employee wishes to terminate employment or not renew this contract.

Employer's Responsibilities

The Employer shall:

1. Provide a salary of (*defined amount*) per year, payable bi-weekly. This salary shall be reviewed annually at the time of preparation of the budget each September.
2. Provide a vacation (with full salary) of two weeks annually at the beginning of the contract, with one additional week after two years and one additional week after five years. (The Employee will assist the Employer in obtaining a substitute.) The fee for the substitute musician will be: \$75 per service; \$50 per rehearsal.
3. Grant up to 10 days' sick leave during the year. Sick leave shall be granted to the Employee, upon approval of the Employer which approval shall not unreasonably be denied, for the following reasons: illness, injury or pregnancy-related conditions of the Employee. For male employees, in addition to sick leave for illness and injury, the Employee shall be granted leave for care of the Employee's wife/family during any postnatal period. Said leave shall be granted, without deduction from pay, for a maximum of

five days per calendar year. Beyond said number of days, said leave shall be granted, without pay, for a maximum of thirty days per calendar year. In such cases the Employer shall pay for the services of a substitute organist and/or director. In case of extended illness the Employer will consider the granting of additional sick leave.

4. Grant up to three days of personal leave during the year. In such cases the Employer shall pay for the services of a substitute organist and/or director.
5. Provide the following benefits for the Employee and his/her family: health, dental and vision insurance, Social Security, one-half of the IRA contribution, life insurance, paid and non-paid maternity/paternity leave. These benefits shall take into account the Employee's needs and be commensurate with the benefits received by other employees.
6. Provide an annual allowance (comparable to other professionals) for continuing education, professional dues, and for books, periodicals, and other publications (which shall remain the property of the Employee) in the amount of \$1,000 per year. "Continuing education" may include, but not necessarily be limited to, instrumental study, choral conducting and vocal study, trends in worship, and administrative skills.
7. Provide for Employee's sabbatical leave as follows: three months for each five years of full-time employment.
8. Permit the Employee to use the Employer's facilities (organ, piano) for private teaching. Times of lessons and use of facilities will be scheduled in advance so as not to conflict with the Employer's program needs. The Employee shall be solely responsible for all taxation and accounting obligations resulting from self-employment income received from private teaching, including, but not limited to, quarterly estimates and payments of all appropriate taxes and FICA/Medicare contributions.
9. Furnish secretarial assistance (including computer and software) to the Employee to reasonably enable the Employee to discharge the duties enumerated herein.
10. Guarantee that guest musicians shall not be permitted to use the Employer's musical instruments without prior approval by the Employee.
11. Provide ninety (90) days' advance, written notice to the Employee if the Employer wishes to terminate employment or not renew this contract.

Weddings and Funerals

1. The Employee will provide music at all weddings requiring organ music held within the Employer's premises. If the Employee does not play, he/she will receive his/her normal fee. The services of other organists may be used only with the permission of the Employee.
2. The Employer will adopt wedding music guidelines, in full consultation with the Employee who shall, in any event, supervise all music presented at weddings, whether or not the Employee performs personally at said weddings.
3. The Employee shall receive the fee of \$100 for a short program of music preceding the wedding ceremony and for performing during the wedding ceremony. For attendance at the wedding rehearsal(s), the Employee shall receive \$50 per rehearsal. Additional remuneration shall be made if special music, and/or rehearsal and performance with additional musicians, is required. If the Employee is not available, he/she shall assist in the hiring of substitute musicians. It shall be the obligation of the Employer to secure said fee.
4. The Employee shall provide music for funeral services held within the Employer's premises if available at the time of the funeral. The fee for such a service shall be \$100. Additional remuneration shall be made if special music, and/or rehearsal and performance with additional musicians, is required. If the Employee is not available, he/she shall assist in the hiring of substitute musicians. It shall be the obligation of the Employer to secure said fee.
5. As weddings and funerals are considered to be freelance work, the Employee shall be solely responsible for all taxation and accounting obligations resulting from self-employment income received from third parties

for weddings and funerals, including but not limited to, quarterly estimates and payments of all appropriate taxes and FICA/Medicare contributions.

Performance Review

1. The parties shall review this document annually to ensure that it accurately reflects the position, the music budget, and merit increases for the Employee. This review shall include an evaluation of working relationships and job performance.
2. The salary review shall include the consideration of a cost of living adjustment in accordance with prevailing rates. If no such review occurs, there will be an automatic cost of living adjustment in accordance with prevailing current rates.
3. In the event that the Employer's job requirements change, the Employee will be considered for additional, new and/or different duties and responsibilities, subject to contract renegotiation. Compensation to the Employee for increases in workload pertaining to these changes and/or additions shall be in accordance with American Guild of Organists Salary Guidelines. The Employer will support the Employee, financially and otherwise, in acquiring additional training and professional development in order to meet the demands of new duties and responsibilities.

Termination

1. Either party may terminate this contract by giving the other party ninety (90) days' written advance notice.
2. This Agreement may be terminated as follows:
 - I. Upon the expiration of this Agreement without its renewal by the parties. If either the Employer or the Employee does not desire to renew this Agreement at the time it expires, notice of non-renewal shall be given in writing by the party not wishing to renew the Agreement not less than ninety (90) days prior to its expiration. This period of time may be increased or decreased by the mutual agreement, in writing, of the parties. It is agreed that the Employer may substitute ninety (90) days' compensation for the agreed-upon notice. If either party shall give written notice of non-renewal at a time less than ninety (90) days prior to the expiration of this Agreement, this Agreement shall remain in force and effect as to all parties for a period of ninety (90) days after the giving of such notice of non-renewal, subject to the stipulations in regard to non-renewal set out above.

OR
 - II. With the mutual consent and agreement of all parties in writing.

OR
 - III. For cause. Cause is defined as conviction of the Employee of an offense involving moral turpitude, gross dereliction of duty by the Employee after due warning of same, chronic insubordination to authority by the Employee after due warning of same, or a willful failure of the Employee to perform in good faith the obligations and covenants of this Agreement. Termination of this Agreement for cause shall not occur until:
 - A. Notice has been given to the Employee in writing of the charges against the Employee along with notice that termination of this Agreement for cause is to be sought by the Employer.

AND
 - B. The Employee has had an opportunity to be heard by the Employer and to present whatever defense may be appropriate. This hearing may be waived by the Employee in writing, at the Employee's sole discretion.

AND
 - C. The existence of cause has been determined and findings of same have been reduced to writing, with a copy provided to the Employee. This determination of cause shall not take place before the hearing described in subparagraph (B) above has taken place or has been waived in writing by the Employee.

3. Termination of this contract, or any non-renewal thereof for any reason, shall entitle the Employee to:
- A. Uninterrupted medical/dental/disability insurance for a period of one month from the final date of employment, the cost of which shall be borne by the Employer.
- AND
- B. Severance pay equal to one month's salary for each complete 12-month period of service, up to three months' total, payable in a lump sum within 30 days from the final date of employment.

Dispute Resolution

1. Disputes arising under this contract will be settled under the law of the State/Commonwealth of _____.
2. At the Employee's discretion, disputes arising from the parties' employment relationship may be mediated and/or arbitrated through a mediation service such as the Federal Mediation and Conciliation Service, Washington, D. C.
3. Any problems regarding termination of employment herein shall, at the option of the Employee, follow the specified *Procedures for Dealing with Complaints about Termination* ("Grievance Procedures") available from American Guild of Organists National Headquarters and on the Web at www.agohq.org/profession.

Execution

This Agreement, and attached addenda (listed below), constitute the entire Agreement between the Employer and the Employee. A job description is attached.

IN WITNESS WHEREOF the undersigned Parties have hereunto placed their hands this _____ day of _____, 20____, at Anywhere, Any State.

XXXXXX
Senior Pastor

XXXXXX
Pastor of Music in Worship

Generic Worksheet to Determine Time Requirements for an Organist and/or Director of Music in a Church Position

1. **Time spent in worship services** _____ hrs./wk.
Calculate total time spent in worship during one complete representative week

2. **Rehearsals**
 - a. Total hours spent in rehearsal, including on Sunday before worship _____ hrs./wk.
 - b. Rehearsal preparation _____ hrs./wk.
(Score study, keyboard and/or conducting practice, room set up, robes, distributing and collecting music)

Minimum of 4 hrs./wk. per choir for organist/conductors
Minimum of 2 hrs./wk per choir for accompanist only

3. **Organ practice** _____ hrs./wk.
(Hymns, service music, prelude, postlude, anthems, registration)
Minimum of 4 hrs./wk. for each non-identical service

4. **Selection of music** _____ hrs./wk.
(Lectionary/scripture study, clergy consultation)
Minimum of 2 hrs./wk. for each non-identical service

5. **Preparation for special services** _____ hrs./wk.
(Christmas, Easter, special days, etc.)
These services take extra preparation. Budget 1 hr./wk minimum per choir, handbell group, etc.

6. **Maintenance of music library** _____ hrs./wk.
(Sorting, filing, ordering new music)
Minimum of 1 hr./wk per choir, handbell group, etc.

7. **Administration** _____ hrs./wk.
(Seasonal planning, budget, payroll, service leaflet preparation, recruitment, auditions, contracting musicians and tuners, renting instruments)
Minimum of 2 hrs./wk. for each non-identical service

8. **Meetings** _____ hrs./wk.
Calculate total time spent in clergy consultations, staff, committee, and/or Council meetings per week.

9. **Educational Opportunities** _____ hrs./wk.
Writing for bulletins and newsletters; teaching and participating in religious education; presentations on songs, hymns and the pipe organ.

10. **Other** _____ hrs./wk.
(Concerts, concert series, education programs, additional services such as Evensong, Vespers or prayer services, etc.)

Basic hours per week **_____ Total**

Additional consideration should be given to:

- Hours required to maintain keyboard proficiency and work on new repertoire.
- Personal musical growth and development through ongoing study, research, periodicals, conventions, concerts, etc.

DIRECTOR OF MUSIC MINISTRY
Community Church
123 Main Street, Anywhere, Any State

JOB OVERVIEW

The Director of Music Ministry will demonstrate a strong commitment to Jesus Christ while developing and implementing a music ministry that enhances the worship of God and whole ministry of the church.

The Music Director, while answerable to the Board (Elders), is accountable to the Head of Staff (Minister) on a day-to-day basis as a member of the worship ministry team. As a member of the staff, the Music Director will also interface regularly and cooperatively with other staff members, the Worship Committee and the congregation.

AREAS OF RESPONSIBILITY

1. Overall accountability for the total music ministry of the church, including the following:
 - Adult choir (weekly rehearsal and Sunday worship)
 - Worship band/team
 - Children and/or youth choir rehearsals and performances
 - Special seasonal music (including hiring musicians as needed)
 - Handbell choir
 - Vacation Bible School
 - Play organ and piano for all regular and special worship services
 - Secure substitutes to provide music leadership when needed
2. Purchase all music, supplies, equipment, and supervise their maintenance
3. Oversee the proper care of choir robes, stoles, and the library of choral music
4. Select music from sacred, classical, traditional, contemporary, and other resources
5. Attend church staff meetings (weekly) and regular worship planning meetings (quarterly)
6. Assist in the development of the annual music budget
7. Contribute articles to the newsletter
8. Notify/provide choir members of resources/opportunities for musical growth
9. Participate in and encourage music outreach to the community
10. Grow and develop the music ministry in line with the mission of the church

KNOWLEDGE AND SKILLS REQUIRED

Personal Attributes

- Strong commitment to Jesus Christ
- Good verbal and written communication skills
- The flexibility to consider, assess, and implement new and innovative methods and programs to enhance the musical ministry and worship of the church
- Effective planning and organizational skills

Technical Competencies

- Proficiency in organ, piano, voice, and music direction
- Skill in choir training and selection of appropriate music
- Proficiency in handbells and keyboard desirable
- Ability (or willingness to learn) to read chord charts and/or play by ear desirable
- Familiarity with contemporary worship music

Experience and Training

- Minimum of an undergraduate degree, preferably with a major or emphasis in music
- Three to five years of experience as a director of music and/or organist desired
- Familiarity with denominational worship desired

Community Church

Associate Pastor

Music, Worship, and Caring Ministries

Personal

The Associate Pastor for Music, Worship, and Caring Ministries is to be a man of God, who has ordered his life in compliance with the teaching of Scripture and the example of our Lord. He is to be an example to the believers in personal godliness (I Timothy 4:12) and to exemplify God's requirements for a pastor, which includes maintaining a proper Christian home (I Timothy 3:1-7).

Ministry

To assist the body of Community Church in expressing our love for God with all our heart, soul, mind and strength in corporate worship. To develop a worship ministry which more fully develops the participation and appreciation of the body in ministering to each other and our community through artistic communication. To create and facilitate an atmosphere in the corporate life of Community Church that is most conducive to a responsiveness to God (understanding worship as "all that we are responding to all that He is").

To assist the body of Community Church in expressing our love for God through personal contacts with newcomers. To create and facilitate a spiritual gifts survey to identify the spiritual gifts of the members. To help members of Community Church understand the claims of Christ and assist the people in seeing the importance of using their spiritual gifts within the local assembly. To be well versed in the ministries of Community Church to be able to present ministry opportunities to new members. To shepherd the people involved in the music and caring ministry. To demonstrate a servant's heart and a thankful spirit for the privilege of serving our Lord and Savior.

Qualifications

1. Training and competence in music sufficient to stretch and lead us. Minimum of B.A. in music.
2. Shall be well versed and comfortable with both traditional and contemporary church music.
3. Be computer literate, familiar with music programs and able to use modern technology to enhance worship.
4. A competent level of theology. In the event this individual has not graduated from a Christian college, he must have had a minimum of five years pastoral staff or Christian school experience.
5. Loyalty to our staff and commitment to team playing and building.
6. He must evidence the biblical pastoral qualifications (Titus 1:6-9; I Timothy 3:1-7), heartily agree to the Constitution and By-Laws and the Church Covenant of Community Church and believe that God has truly called him into the ministry.

Ministry Goals and Objectives

This ministry will concentrate in the following areas. It is understood that it may also involve other pastoral and administrative duties as assigned by the Senior Pastor.

Music and Worship

1. With prayer, conceptual forethought, theological sensitivity, music appropriateness and in consultation with the Senior Pastor plan the corporate worship experiences for Community Church.
2. Be the worship leader in all Sunday services.
3. Oversee the development, coordination and scheduling of all accompanying participants in our worship ministry (piano, keyboard, organ, percussion, orchestra, etc.).
4. Direct the ministry and development of all adult vocal (choir, ensembles, etc.) and instrumental groups that will participate in the life of Community Church.

5. Oversee all worship and music ministry initiatives around Christmas, Easter, Fourth of July and other festive occasions (be it musicals, theater or other special events). These will include choir or ensemble, drama, costumes, stage construction, special lighting, etc.
6. Provide oversight for the development of our children and their involvement in music (children's choir, musicals, youth choirs).
7. Oversee the personnel, operation and development of our audio/visual ministry (including the sound booth, tape duplication, developing audio/visual ministries).
8. Oversee and develop a drama team and ministry.

Caring Ministries

Senior Saints

1. To be involved regularly in personal contacts with senior adult members and non-members.
2. To provide a well-rounded senior adult program. Activities are planned to help the senior adult develop spiritually, emotionally, socially, mentally and physically.

Kids Hope USA

1. Represent the pastoral staff on the Leadership Team for Kids Hope USA
2. Attend meetings as scheduled.
3. Assist the Kids Hope Director when requested.
4. Tutor one child at Lincoln Elementary School.

Assimilation

1. To oversee the ministry of the Welcome Center.
2. At the close of the Sunday morning service(s) he will host an informal reception where visitors can be greeted, have their questions answered, receive light refreshments, a special gift and pick up a visitor card. The Senior Pastor and his wife will also attend this reception so that the guests may have an opportunity to meet them.
3. Personal contacts with each first time guest. The initial contact will be a phone call. Then, if agreeable with the visitor, a home visit will be made.
4. He will be responsible to host a "New Comers" dinner. Periodically, during the year, the staff and deacons will attend a church dinner for those who are new to our fellowship. This dinner will provide the prospective and new members with the opportunity to fellowship with the current staff and deacons and their spouses.
5. To initiate a buddy system whereby a couple in the church is assigned to each new member. It is the couple's responsibility to help the new member grow, to see that he/she has regular attendance at the church services, to help him/her to become acquainted with Community Church. They are to watch over them and help them the way 'foster' parents would do.
6. This will work in conjunction with the Deacon Watch Care program, so that each new family has a least two other families that are ministering to them when they unite with Community Church.
7. He will help the members of Community Church understand the claims of Christ and assist in seeing the importance of using their spiritual gifts within the local assembly.
8. Contact members who have been gone two or three consecutive Sundays to see if they have some particular need.
9. He will endeavor to go over an exit questionnaire when people leave Community Church for reasons other than relocation.

Administration

He is to carry out the administrative duties necessary to his position.

JOB OUTLINE
Music Pastor
(Contemporary)

A. QUALIFICATIONS

1. Baccalaureate degree. Master's degree in music and seminary education desirable.
2. Experience in music leading, program design and implementation in a contemporary worship setting in a multiple staff church.
3. The ability to:
 - Relate a philosophy of contemporary Christian music to the spiritual ministry and philosophy of ministry of Community Church.
 - Plan contemporary worship services in the collaborative context of the contemporary service ministry team.
 - Relate and work well with church staff and lay leadership.
 - Exhibit versatility with a variety of styles of music and media within the category of "contemporary."
 - Lead the contemporary worship ministry team spiritually and musically.
 - Lead and oversee a music ministry which integrates quality of music with integrity of presentation.
 - Recruit and train musicians to be involved in the worship team, and develop multiple worship teams for use in ministry areas other than worship services alone.
4. Evidence a commitment to the Community Church Statement of Purpose, to honor God by making more disciples for Jesus Christ; support the traditional evangelical theology for which Community Church stands.
5. Remain a member in good standing of Community Church.

B. RESPONSIBILITIES

The Pastor of Contemporary Music is responsible for the overall leadership, design and implementation of Community Church's contemporary music ministry related to contemporary worship and other activities in the life of the church where contemporary music is employed.

1. Provide musical and spiritual leadership and development for the instrumental and vocal elements of contemporary worship services.
2. Recruit, train and schedule instrumentalists and vocalists for contemporary worship services.
3. Lead/oversee rehearsals for instrumentalists and vocalists for contemporary worship services.
4. Lead weekly contemporary worship ministry team planning meetings, and provide decision-making for selection of music and other media.
5. Plan weekly rehearsals and service worship orders in collaboration with the Senior Pastor and contemporary worship ministry team.
6. Participate in the composing and arranging of the elements of the contemporary worship services in a way that is thematically integrated and contributes to the other elements of the services.
7. Work through music administrative assistant to:

- Secure proper copyright clearance for music presentation.
 - Administer the musical elements of the service (e.g. communication with personnel, music procurement, duplication and distribution, room reservation and set-up, media creation and procurement).
8. Encourage high standards of spiritual commitment and musical excellence in participants.
 9. Carry out other assignments as given by the Executive Pastor-Program Ministry or Senior Pastor.

C. RELATIONSHIPS

1. Reports to the Executive Pastor for Program Ministry.
2. Works with ministry teams related to contemporary music, drama and worship.
3. Supervises other contemporary music staff (including interns).
4. Coordinates with other members of the church staff.

Community Church Contemporary Music Specialist

Position: Contemporary Music Specialist (CMS)

Reports to: Director of Music

Summary:

The primary function of this position is leading of worship in Saturday and Sunday evening services. This involves the recruiting and auditioning of worship team vocalists and instrumentalists as openings occur. Excellence is expected in both of these services. The teams are to be well rehearsed and ready to lead worship each week both musically and spiritually. The music will be prepared well in advance of the services of worship and designed to lead the congregation in singing, not performance, by the worship teams. The worship leader has the principle responsibility to lead worship and create an atmosphere for a creative and meaningful worship experience. The CMS works under the direct supervision of the Director of Music Ministries.

Essential Duties and Responsibilities:

- Assist the rest of the music staff in supplying expertise in the area of contemporary music.
- Provide accompaniment when necessary: ensembles, musicals, etc.
- “Front Man” for visiting artist the day of performance relating to Concert Series.
- Meet weekly with the worship planning team and the music staff.
- Responsible for the good upkeep of the Music Ministry’s instruments.
- Supply additional accompaniment on Sundays as needed.
- Work with the sound and video teams to make sure all needed microphones, etc., are available and set up and working properly for all services as they relates to music, thus assuring rehearsal time preparing for worship has not been wasted.
- Based on 30-hour week, understanding that some weeks will be less, and some weeks more, depending on the season and the musical needs determined by the Director of Music.
- The scope of this position will change in time as the Music Ministry continues to evolve.

Distribution of Responsibilities (based on 30 hours per week):

- 12 hours in preparation for worship on Saturday and Sunday
- 5 hours meeting and planning
- 4 hours coordinating audio on the behalf of the Music Ministry
- 3–5 hours each week researching and learning new songs to maintain a cutting edge worship experience.
- 4 hours each week in worship 7:30 A.M.–11:30 A.M.

COMMUNITY CHURCH JOB DESCRIPTION

Media Department

Media Sound Technician Non-Exempt Position

This position works with and reports to the Media Coordinator.
This is a 25-hour per week position.

Position Purpose:

To assist the media department in providing quality sound system support throughout the entire facility with an emphasis on the needs relating to the Worship Center.

Principal Responsibilities:

- Maintain and operate the sound systems relating to the Worship Center.
- Assist in developing good organization of equipment.
- Develop training to enhance the abilities of the volunteers involved in the sound system related tasks.
- Aid in planning for system upgrade and enhancements.
- Able to provide intelligent input when planning events that occur in the Worship Center.
- Assist in some sound system duties throughout the facility.
- Demonstrate an attitude of helpfulness to the volunteers and congregation.
- Encourage the volunteers in their work.
- Help maintain proper supplies.

Required Knowledge, Skills and Abilities:

This person must be able to lift up to 50 pounds on level ground. The ability to climb ladders and a lack of the fear of heights is required. Good aural skills are mandatory. The ability to work alone and remain responsible in fulfilling the tasks set out for the staff member. The ability to follow directions and work to accomplish the objectives set by the Media Coordinator. The staff member also must possess self-starter qualities. The staff member needs to remain positive and demonstrate a Christ-like attitude.

Minimum Qualifications:

- High school graduation is required.
- Completion of college with an emphasis relating to sound system principles would be preferred.
- The ability to demonstrate a high level of competence in this technical area.
- A reasonable level of musical training is preferred.
- Community Church membership.

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CHORAL MUSIC NOT IN PRINT: Choral music not in print may be copied for 75 cents per copy with a minimum charge of \$20.

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The Church Copyright License

Overview

The Church Copyright License is a contractual agreement with over 2,500 songwriters and publishers from around the world. For an annual license fee, a church receives legal authorization to copy from over 150,000 songs for congregational use. (See list of top songs and publishers.)

What You Can Do

1. Print songs, hymns and lyrics in bulletins, programs, liturgies and song sheets for use in congregational singing.
2. Create your own customized songbooks or hymnals for use in congregational singing.
3. Create overhead transparencies, slides, computer graphics, or any other format whereby song lyrics are visually projected for use in congregational singing.
4. Arrange, print and copy your own arrangements (vocal and instrumental) of songs used for congregational singing, where no published version is available.
5. Record your worship services (audio or video) provided you only record live music. Accompaniment tracks cannot be reproduced. You may charge up to \$4 each for audiocassette tapes and CDs (\$5 in Canada), and \$12 each for videotapes and DVDs (\$15 in Canada).

What You Cannot Do

1. Photocopy or duplicate octavos, cantatas, musicals, handbell music, keyboard arrangements, vocal scores, orchestrations, or other instrumental works.
2. Translate songs into another language. This can only be done with the approval of the respective publisher.
3. Rent, sell or lend copies made under the license to groups outside the church or to other churches. (It is OK to distribute recordings of the worship service to shut-ins, missionaries or others outside the church.)
4. Assign or transfer the license to another church or group without CCLI's approval.

What It Costs

<i>Category</i>	<i>Church Size</i>	<i>U.S.</i>	<i>Canada</i>
AH	1-24	\$49	\$55
A	25-99	\$101	\$112
B	100-199	\$170	\$195
C	200-499	\$223	\$254
D	500-999	\$312	\$348
E	1,000-1,499	\$382	\$428
F	1,500-2,999	\$460	\$518
G	3,000-4,999	\$519	\$592
H	5,000-9,999	\$655	\$740
I	10,000-19,999	\$792	\$895
J	20,000-49,999	\$1,050	\$1,185

To Order

Call 1-800-234-2446 and press '4' for sales or visit our website at www.ccli.com.

The Church Copyright License is an annual license. All terms are in effect only while the license is active. If the license is not renewed, all rights are terminated effective on the expiration date. The quantity of copies allowed should not exceed the maximum number of your "Church Size" category, with the exception that the quantity of recordings duplicated per service should not exceed 15% of the "Church Size" category.

Top CCLI Songs

Here I Am To Worship – Tim Hughes
Open The Eyes Of My Heart – Paul Baloche
Blessed Be Your Name – Matt/Beth Redman
Come Now Is The Time To Worship – Brian Doerksen
Shout To The Lord – Darlene Zschech
Lord I Lift Your Name On High – Rick Founds
Forever – Chris Tomlin
God Of Wonders – Marc Byrd/Steve Hindalong
You Are My King – Billy James Foote
How Great Is Our God – Tomlin/Cash/ Reeves
You're Worthy Of My Praise – David Ruis
Breathe – Marie Barnett
Holy Is The Lord – Chris Tomlin/Louie Giglio
Trading My Sorrows – Darrell Evans
The Heart Of Worship – Matt Redman
You Are My All In All – Dennis Jernigan
We Fall Down – Chris Tomlin
Draw Me Close – Kelly Carpenter
Lord Reign In Me – Brenton Brown
I Give You My Heart – Reuben Morgan
Better Is One Day – Matt Redman
Above All – Lenny LeBlanc/Paul Baloche
I Could Sing Of Your Love Forever – Martin Smith
Hallelujah – Brenton Brown/Brian Doerksen
I Love You Lord – Laurie Klein
How Great Thou Art – Stuart Hine
As The Deer – Martin Nystrom
Beautiful One – Tim Hughes
He Is Exalted – Twila Paris
Awesome God – Rich Mullins
Every Move I Make – David Ruis
Shine Jesus Shine – Graham Kendrick
In The Secret – Andy Park
Days Of Elijah – Robin Mark
Enough – Chris Tomlin/Louie Giglio
My Life Is In You – Daniel Gardner
Friend Of God – Michael Gungor/Israel Houghton
Agnus Dei – Michael W. Smith
You Are Holy – Mark Imboden/Tammi Rhoton
My Redeemer Lives – Reuben Morgan
Indescribable – Laura Story
Shout To The North – Martin Smith
Sanctuary – John W. Thompson/Randy Scruggs
Take My Life – Scott Underwood
Ancient Of Days – Jamie Harvill/Gary Sadler
The Wonderful Cross – Tomlin/Reeves/Watts/Mason/Walt
Majesty – Jack Hayford
The Power Of Your Love – Geoff Bullock
Famous One – Chris Tomlin
Let Everything That Hath Breath – Matt Redman
Great Is Thy Faithfulness – Chisholm/Runyan
Give Thanks – Henry Smith
You Are Good – Israel Houghton
Everyday – Joel Houston
That's Why We Praise Him – Tommy Walker
In Christ Alone – Stuart Townend/Keith Getty
He Knows My Name – Tommy Walker
The Potter's Hand – Darlene Zschech
Step By Step – David "Beaker" Strasser
I Worship You Almighty God – Sondra Corbett

Top CCLI Publishers

EMI Christian Music Publishing
Integrity Music, Inc.
Music Services
Mercy/Vineyard Music
Hillsong Publishing
Maranatha! Music
Brentwood-Benson Music
Word Music Group, Inc.
Gaither Copyright Management
The Copyright Company
BMG Music Publishing
Integrated Copyright Group, Inc.
Lorenz Corporation
Manna Music, Inc.
Hope Publishing Company
Lifeway Christian Resources
Sony/ATV Milene Music
TKO
Sovereign Grace Ministries
Fun Attic Music
Universal – MCA Music Publishing
Gabriel Music, Inc.
Fred Bock Music Company, Inc.
CFN Music
LenSongs Publishing
Lehsem Music, LLC
spiritandsong.com
The Loving Company
Ardent Music LLC
Say The Name Publishing
Fairhill Music, Inc.
John W. Peterson Music Company
Shawnee Press, Inc.
Lilly Mack Publishing, Inc.
Clint Brown
New Jerusalem Music
Celebration
SpiritSound Music Group
Selah Publishing Company, Inc.
Kay Chance
Willow Creek Association
Restoration Music, Ltd.
Encouraging Music
Holland Davis
Blue Renaissance Music
Bloodsmith Music
CRC Publications
ROM Administration
Changing Church Forum, Inc.
Doug Engquist
ZionSong Music
Billy James Foote
Ministry Management Associates
Beckenhorst Press, Inc.
Dakota Road Music
Little Peach Music, Inc.
Ross King
Sacred Music
Brett Williams
G3 Worship Music, Ltd.

Tech Sheet

July 9, 2006

Route 66

The Covenant

Band: 7:30 call

Vocals: 8:00 call

8:30 TECH MEETING – GREEN ROOM

Worship team:

Vocals:

Denise, John, Linda, Scott, Roseanna

Piano: Heather

Drum Kit: Jimmy

Percussion: Rick

Bass: Dave S

Acoustic Guitar: Jbird

Electric Guitar: Steve

Producer/Lights

Jack

Sound

Keith

Cameras/Video

Bobby

PowerPoint

Nikki

Stage – *John*

AUDIO:

Handhelds for 5 worship leaders

CD Music

(LIGHTS: TEAM, BAND)

Welcome/Stand: Linda

(VIDEO: PPT)

Song: *Let the Praises Ring!*

Transition: Heather

Song: *All the Power You Need*

Prayer/Greet/Sit: Heather

(LIGHTS: OUT)

(VIDEO: DVD)

WEDDING VIDEO

(TABLE/CHAIR ON DURING VIDEO)

(LIGHTS: KRIS)

Message: Kris

Prayer: Kris

(TABLE/CHAIR OFF)

(LIGHTS: TEAM, BAND, DRAMA)

(VIDEO: IMAG)

BAPTISM

9:00 – Postma, Sikma families

10:30 – McNamara family

Prayer: Kris

(LIGHTS: TEAM, BAND)

(VIDEO: IMAG)

Special: *“Find Your Wings”*

(LIGHTS: KRIS)

Offering: Linda

Band: *“Trust and Obey”*

Transition: Kris

(LIGHTS: TEAM, BAND)

(VIDEO: PPT)

Song: Great is Thy Faithfulness

Parting Blessing: Kris

CD Music

Contract for an Exhibition

AGREEMENT made as of the _____ day of _____, _____, between _____ (hereinafter referred to as the Artist), located at _____ and Community Church of Anytown (hereinafter referred to as the Exhibitor), located at 123 Main Street, Anytown, Anystate.

WHEREAS, the parties wish to have the exhibition governed by the mutual obligations, covenants, and conditions herein,

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

- 1. Creation and Title.** The Artist hereby warrants that the Artist created and possesses unencumbered title to the works of art listed and described on the attached Schedule of Art Works (the Schedule) and has the right to loan these works for purposes of exhibition.
- 2. Duration of Loan.** The Artist hereby agrees to loan to the Exhibitor the works listed on the Schedule for the time period commencing _____, and concluding _____.
- 3. Condition and Care.** The Exhibitor agrees to use the same standard of care for the works as it uses for comparable works in its own collection. The Exhibitor agrees to return the works in the same condition as received, subject to the provisions of Paragraph 4.
- 4. Loss or Damage and Insurance.** The Exhibitor shall be responsible for loss of or damage to the works for the time period as scheduled in paragraph 2. The Exhibitor shall insure each work for the benefit of the Artist for the fair market value of the exhibited items.
- 5. Use of Work.** The Exhibitor hereby agrees that the loan of the works under this Agreement is solely for purposes of exhibition and that no other uses shall be made of the work. The Exhibitor further agrees that the works shall be kept at the following location: 123 Main Street, Anywhere, Anystate, and shall not be moved or displayed elsewhere without the express, written consent of the Artist.
- 6. Framing, Installation.** The Artist agrees to deliver each work ready for display.
- 7. Fees.** No fees or monetary compensation shall be part of this agreement.

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date first set forth above.

Artist

Exhibitor

FINE ARTS FESTIVAL ENTRY

Artist: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Mobile # _____

Entry Title: _____

Medium: _____

Image Size: _____ Framed: _____

Available for Purchase: _____ Not for Sale: _____

Price: \$ _____

Insurance value: \$ _____

Date delivered: _____ Clerk: _____

Date picked up: _____ Clerk: _____

Notes:

AUTHORIZATION FOR USE OF PICTURES

Community Church of Anytown, Anystate is here by authorized to take or permit pictures to be taken of my entry _____ into the 200X Fine Arts Festival, beginning date—closing date, for use by Community Church, Anytown, Anystate in publications, newspapers, its website, and/or on television for purposes of public relations for Community Church.

Dated this _____ day of _____, 200X.

(Signature of Artist)

(Witnessed by)