



ACP Director of Music Ministries Job Description: May 2025

The Director of Music Ministries (DMM) reports to the Senior Pastor and works closely with The American Church in Paris's (ACP) Pastors, Council and Staff to create opportunities for worship and ministry through music, as an essential expression of ACP's values, mission and vision. The DMM seeks creative ways to welcome our congregation, and those not yet part of our congregation, into ACP's music ministries. They will be a mentor, partner and leader of leaders who collaborates with volunteers and local professionals to expand ministry possibilities.

CORE COMPETENCIES

- **Theologically-grounded worship leadership:** Able to articulate a theology of worship that demonstrates a solid grasp of historic principles and modern Christian worship. Collaborate with the Pastors and team to design and facilitate meaningful worship services that uphold and advance the Protestant, Ecumenical Christian mission and values of ACP.
- **High-quality musicianship:** An experienced musician and musical leader, possessing strong technical and conducting skills, comfort with mixed musical abilities, and an exposure and enthusiasm for different genres of music (traditional, contemporary and beyond).
- **Interpersonal skills and mentorship:** A talented leader of leaders who enjoys collaboration with strong abilities to delegate and ask for help when needed. An excellent communicator who engages people positively with a spirit of generosity and listens actively. Nurtures an atmosphere of musical learning, growth and mutual care, empowering people to grow in their gifts, share faith together and celebrate the diversity of God's global family reflected at ACP.
- **Management & administrative skills:** Experience working independently to fulfill commitments and prioritize tasks, with strong organizational skills, necessary flexibility and the ability to marshal resources (people, funding, materials, support).
- **Creativity & innovation:** Generates new ideas to grow and shape ACP's Music Ministry, both within worship services and outside, leveraging new and existing initiatives and connections to create fresh approaches.
- **Committed to health and growth:** Solicits and accepts constructive feedback, and is committed to engaging in regular self-reflection and learning. When needed, engages with others to surface, discuss and resolve conflict.

RESPONSIBILITIES

Enthusiastically support, lead and direct musicians for worship services

- Work with pastors and musicians to curate and lead music selections that represent our diverse congregation for our worship services: Currently one traditional (hymns, spirituals, classical, world music) with adult choir, and one modern (gospel, folk, rock, pop, world music) with band, as well as special services, re: Christmas, Easter, retreats, memorial services.
- Lead rehearsals of adult choir and contemporary musicians, including conducting and improving the level of all musicians.
- Collaborate closely with the church organist/pianist.
- Schedule, coordinate and manage professional singers, musicians and necessary accompanists.
- Develop musical arrangements as required.
- Arrange occasional recordings.
- Recruit new musicians and talents to join the team.
- Mentor new musicians and leaders.

Undertake music ministry administration and oversight

- Work with the larger ACP staff (roughly 30), including weekly meetings and daily email and text correspondence.
- Oversee and manage roughly 10 part-time professional musicians.
- Work with the Senior Pastor and the Worship & Music, HR and Finance Committees in determining and managing a large budget, exercising accountability in its expenditure.

- Work with the Communications Team to make announcements, update the website, create posters, etc.
- Respond to requests from traveling musicians or groups.
- Manage IP reporting and secure rights where needed.
- Coordinate audio visual support with the AV manager by submitting necessary materials for worship services (hymns, song lyrics, production notes) and livestream, scheduling tech for events, etc.

Oversee musical equipment upkeep

- Coordinate piano and organ maintenance.
- Schedule or provide for the maintenance/cleaning/repair of all other musical equipment (drums, keyboards, guitars, handbells) and choir robes.

Collaborate closely with other groups

- Support the Youth Choir Director (part-time) and coordinate monthly youth choir participation in services and events.
- Support the Bell Choir programme, through oversight and work with the volunteer director.
- Work closely with ACP's fellowships, including the African Fellowship, Filipino Fellowship and Artist's Collective, to include their diverse voice in worship services.

Support ACP's wedding blessing ministry

- Work with the Wedding Coordinator and Director of Operations to support wedding blessings in our sanctuary. Provide accompaniment and music as needed.

Support and grow music program outside of worship services

- Oversee concert series by curating programs, recruiting musicians, coordinating with communications and organizing logistics.
- Build a network of visiting musicians and artists to bring diverse, high-quality music to ACP and bring ACP's music to other venues.
- Develop and support new music events at ACP (eg. ACP Cafés, visiting musician concerts) with the support of the Worship & Music Committee.

SKILLS AND EXPERIENCE REQUIRED

- Extensive experience (10+ years) in Music Ministry leadership, including choral conducting and leading of large musical groups.
- Bachelors in Music (or equivalent in experience) required, Masters in Music preferred.
- Deep appreciation for and experience in a diversity of musical styles and genres.
- Appreciation for and excitement about ACP's Christian mission, values and vision as a diverse, multicultural, welcoming community of faith.
- Training & proficiency in piano required, proficiency in organ, other instruments highly preferred.
- Spoken & written proficiency in English required, French a plus (or willingness to learn).
- Excellent organization and communication skills, with proven track record of managing large groups in multi-faceted programs. Detail-oriented and able to think creatively.
- Ability to show initiative and be autonomous as well as an integral part of a team.
- Kind, reliable, responsive and flexible, with a positive attitude.

REMUNERATION & BENEFITS

- Full-time position.
- Salary dependent on candidate's qualifications and experience.
- Parisian public transportation pass.
- Five weeks paid vacation.

Application process:

Please fill out the application and upload your resume and cover letter via our application portal: acparis.org/dmm-application. We will be receiving applications throughout the month of June 2025. A short list of candidates will be asked to provide more information and interviewed.