



MUSIC DIRECTOR JOB DESCRIPTION | 2026

ABOUT CHATHAM COMMUNITY CHURCH

Chatham Community Church is a contemporary, non-denominational, multi-site church serving the Chapel Hill and Pittsboro area. Our vision is to connect people to God and to each other, and our mission is to lead all people to become authentic followers of Jesus who engage our world for good.

We are a big-tent church that centers on the historically faithful core tenets of the Christian faith while making room for thoughtful dialogue and differing perspectives on secondary issues. Our core values are being gospel-centered, biblically-guided, relationally-connected, generous-hearted, and outwardly focused.

Learn more about Chatham Community Church [here](#).

PURPOSE

The purpose of the Music Director position is to connect people to God and to each other through creating an outstanding culture of love, humility, and excellence within the music team. You will be creating, organizing, and executing the music-related elements that create the Sunday morning worship experience and other worship services. This is a Central Services role that provides leadership to each of our campuses.

JOB RESPONSIBILITIES

Note: All “weekly” hours are variable depending on the week

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| 5 Hours | CONTENT CREATION Work with Executive Staff to calendar and map out worship services, as well as each Sunday’s logistics. Collaboration will take place in a weekly meeting. Independently, provide song selection and arranging, find/create all music-related resources needed by the music and production teams, execute a plan for prayers, transitions, and speaking parts, and communicate plans and resources to the teams via Planning Center Online and email. |
| 1 Hour | TEAM LEADERSHIP Staff point of contact for everything related to music for worship services and a few annual, churchwide events. Support |

current music team volunteers with good communication, scheduling practices, music-related resources, spiritual direction and encouragement. Very occasional gatherings for team and culture development.

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| 1 Hour | WORSHIP TEAM FORMATION Work with the Creative Arts Director to help shape worship team culture through spiritual formation and team-building experiences. These might include, but are not limited to, implementing a devotional during rehearsals, occasional pastoral meetings with people on the team, and collaborating to design and deliver on worship workshops. |
| 2 Hours | WORSHIP TEAM DEVELOPMENT Recruit and audition new music team members. Provide individualized training and guidance for team members with their instrument/vocals. Provide group training. |
| 2 Hours | REHEARSAL PREP In preparation for rehearsal, learn to sing and play songs and posted harmonies, study arrangement notes with a focus on complex rhythms and chords to enable the worship team to efficiently learn the songs. Fully understand the click/track/and guide, as well as ProPresenter resources to ensure a smooth rehearsal. |
| 2 Hours | REHEARSALS Plan for and direct or oversee weekly rehearsals for both campuses on two different evenings. You have primary authority over the scheduling of the rehearsals, taking into consideration building usage constraints and volunteer engagement. |
| 5 Hours | WORSHIP SERVICES Lead the pre-service meeting on Sunday mornings if the production team lead is not available. Lead worship services musically weekly each Sunday morning. Set up the worship leader well for the campus you are not leading. As long as you have a worship leader scheduled, it may be valuable to occasionally 'attend' a service and watch the team and learn about the congregation's experience. You are expected to prepare and lead worship for all major church holidays, like Christmas, Easter, New Year's, and Fall Kick-Off. You are encouraged to take two weeks of paid vacation each year, including Sundays. While you are responsible for arranging coverage during your vacation, the Creative Arts Director will assist you and will plan those weeks in your absence. |

- 2 Hours **SUPERVISION** | Weekly meeting with Creative Arts Director for training, spiritual care, practical applications and troubleshooting, job performance, development, and visioning.
- 2 Hours **ADMINISTRY** | Scheduling volunteers for worship services and rehearsals for music, audio, and ProPresenter. Email, communications, preparation, prayer, accounts and budgeting, coordination with production teams. Helping to keep up with inventory of equipment. Support current music team volunteers with good communication, scheduling practices, music-related resources, spiritual direction and encouragement. Attending quarterly staff meetings and additional safety training.
- 1 Hour **EXTRAS** | Worship nights, occasional meetings for worship leaders, occasional teaching/vocal sessions, to the annual Community Festival held each October. Funerals and weddings are not very regular, but they do occur. While you are expected to help with them when you can, you are compensated separately (\$150 per occurrence). Continued personal development, including refining and expanding musicianship through instrument practice and learning new instruments, as well as engaging in spiritual study, devotionals, and song analysis.

OPTIONAL ADDITIONS:

- 3 Hours **YOUTH BAND** | Lead 1 song for weekly worship for Youth Group. Introduce the song and lead prayer afterwards with a focus on facilitating a consistent and meaningful worship experience. Organizing monthly Youth Band sets for Youth Group, running two, one-hour rehearsals in preparation, in addition to filling in on any instrument when needed. Encouraging the youth to take ownership of Youth Band and coaching them to select sets and to engage in spiritual leadership from the stage. Additionally, planning Youth Sundays during the morning services (in months with a fifth Sunday), running rehearsals and coaching the youth to become confident worship leaders.
- 3 Hours **CHOIR** | Selecting choir music for both Christmas and Easter seasons for adult and children's choirs. Planning rehearsals and effectively organizing them to ensure a fun and productive choir experience. Responsibilities include selecting, purchasing, and organizing music; acquiring both physical copies and digital rehearsal recordings for every song and vocal

part. Accompanists and any guest musicians are to be secured for the rehearsals and performance as required. Maintain consistent communication with choir members throughout the season, culminating in an impactful performance.

3 Hours **STAGE SET** | Assist Creative Arts Director, as needed, with stage set design and implementation for each new sermon series.

HOURS

23 hours per week // 2 weeks paid vacation (flexible)

This position has potential for growth in hours and responsibilities.

COMPENSATION

\$22-\$26 per hour commensurate with experience.

SEND RESUME TO: jessica.Waldstein@chathamchurch.org