

Interim Director of Music Creekwood Christian Church (Disciples of Christ)

Location: Creekwood Christian Church, 2660 Forest Vista, Flower Mound, TX 75028
Reports to: Senior Minister Effective: August 2025
Directly Supervises: Accompanist, Worship Tech, Praise Band
Status: Part-time, 5-10 hours/week
FLSA: Exempt

Creekwood Christian Church is an inclusive community offering Christ's unconditional love and profound grace to everyone. At Creekwood, we work to create a welcoming space where all are invited and accepted to worship God as they are. Our faith is grounded in a few core values. We believe being a biblical church means creating community that is accepting and authentic. We are a compassionate community that cares for the well-being of others both inside and outside of church. A kind and welcoming spirit is present as we faithfully worship God seeking to find where God is calling us to generously share our many gifts and talents in support of congregational and outreach ministries. Creekwood Christian Church is affiliated with the Christian Church (Disciples of Christ).

The staff at Creekwood operates as a team. You are called to fulfill the expectations as outlined in this job description. Throughout your ministry with Creekwood, you are expected to demonstrate understanding and full support of the mission, vision, values and beliefs of Creekwood and lead by example. You are to be knowledgeable about the organization - how communication, decision making, and leadership works at Creekwood - to be effective in your ministry.

Job Summary

The Interim Director of Music will provide support for our music ministry on an interim basis, nurturing, equipping, and supporting the members of Creekwood Christian Church as they reorient and reposition our music ministries of adults, youth, and children. As this is Interim, we anticipate this position lasting at least two weeks but no longer than a year, and are open to the possibility of multiple individuals serving interims for different periods.

Essential Functions:

- **Choir Director**
 - Lead the choir in both preparation and participation in the weekly 10 AM worship service and other worship services during the year, including but not limited to special services, Advent/Christmas services, and Lent/Easter services.
 - Sunday morning rehearsal at 9:30, Worship at 10 AM (2 hrs approx.)
 - Beginning November 30, 2025, Worship will move to 11 AM.
 - Lead a weekly Wednesday rehearsal of the choir (7 to 8:30 PM) (1.5 approx)
- **Worship Planning (1 hr weekly)**
 - In conjunction with the Senior Minister, select and arrange music for the weekly worship service(s) using worship theme
 - Work with other staff and church leadership to schedule and prepare special musical events throughout the year
 - Recruit and audition volunteer musicians/participants to share their gifts and graces in worship services

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- o Hire outside musicians for special music, preludes, and postludes, as well as special music services as planned.
 - o Oversee and/or prepare visual presentation of song lyrics for all services
- **Praise Band Management (1 hr weekly)**
 - o Schedule members of the band for weekly worship performances and special services.
 - o Oversee song selection
 - o Advise in hiring process for paid band members to begin in November 2025 to help adjust to a Modern Worship service starting November 30 at 8:45 AM.
- **Handbell Choir:** Oversee and lead the handbell choir (Perform as willing) (1 hr)
- **Staff Management:** Supervise part-time music staff (one accompanist)
- **Community Building and Pastoral Care:** Build and tend to a sense of community within the music ministry, providing pastoral care for participants involved in the music ministry

Other Responsibilities:

- Support special events (e.g., funerals, weddings, fundraisers) as available.

Minimum Qualifications:

- A Bachelor's or Associate degree from an accredited college or university. Music degree preferred
- Previous experience, with demonstrated expertise leading musical programs/ groups – vocal and instrumental
- Experienced in musical direction, including music selection, voice coaching and/or instrumental direction
- Skilled in musical performance in piano and another instrument used in contemporary / traditional worship
- A passion for a diversity of music, including contemporary and traditional Christian music, musical performance, and programs
- Computer literate; able to learn and use software applications used by the church
- Ability to cooperate and function as a member of the leadership team

Preferred Qualifications:

- Outgoing, energetic, patient and dedicated to God's work in the local congregation
- Master's degree or seminary experience a plus
- Willingness to be flexible in an interim period of the church's life.