

Job Title: Director of Music
Reports to: Lead Pastor and Elder Board
Status: Full-time: 40 hours a week plus Full-time Benefits
Location: Mayfair Bible Church, Flushing MI
Denomination: Non-denominational
Website: www.mayfairbible.org

JOB OVERVIEW

Mayfair Bible Church is seeking a spiritually grounded Director of Music who is passionate to lead and develop our worship ministry. This individual will be responsible for planning, coordinating, and leading engaging worship that encourages our church family to encounter God in a meaningful way. The ideal candidate should be a skilled musician and vocalist, a humble leader, and a team builder who aligns with the mission, values, and theology of Mayfair Bible Church.

KEY RESPONSIBILITIES

- Plan and lead Christ-centered, contemporary Sunday worship music, and music for special programs that is spiritually engaging and culturally relevant
- Program songs and service details for Sunday services and special programs
- Coordinate the development, creation and execution of all creative art elements (videos, drama, art, etc.) used in regular worship, or special services as needed
- Recruit, disciple, and develop volunteer musicians and vocalists for the Worship Team
 - Schedule and lead 32+ Worship Team members in weekly practices and Sunday services
 - Create and implement Team gatherings to enhance team unity
 - Mentor, counsel, encourage, guide and connect one-on-one with Team members in conversations and/or Bible studies
 - Review services with Team to identify areas of growth and improvement
 - Find resources to help equip Worship Team members
 - Train/work with Team members needing skill development
- Lead vocals and rehearsals with prepared music charts, tracks and planning materials, selecting music that supports biblical teaching and engages the congregation
- Keep up with regulations/licensing for music use – CCLI reports
- Liaise with the Tech Team for Sunday services and special programs
 - Oversee sound, lighting, livestream, projection and stage team directing them to ensure excellence for the service and events.
 - Communicate clearly with the Tech Team during service planning and execution
 - Maintain bilingual slides for songs used during Sunday Services
 - Maintain sound equipment use
- Connect with Pastors, Speakers, and any other elements included in the service to facilitate a smooth, engaging service

- Attend Service Planning Meeting with Pastors, and office manager to discuss Sunday service details including event details, people needed, communication, etc
- Meet with special speakers before each Sunday service for instructions on tech needs, order of service, time, etc
- Attend weekly Staff Prayer Meeting with all staff members of Mayfair Bible Church
- Organize and lead Youth Praise Band weekly
 - Recruit, mentor and help develop youth musicians and vocalists
 - Schedule and conduct regular rehearsals for youth, selecting age-appropriate worship songs that resonate with our youth
 - Train and schedule Youth Praise Band to lead Sunday service music once a quarter
- Oversee, as the point of contact, all special services and events, including but not limited to Funeral Ministry, Missions Conference, Women's Ministry, Celebrate Recovery, Nights of Worship, Good Friday, Easter and Christmas services.
 - Oversee sound, lighting, projection, stage team needs for special services and events
 - Communicate clearly with Tech team and Office Manager during event planning and execution
- Participate in general events meeting with Office Manager to discuss building and stage use, tech needs, communication development for daily, weekly, quarterly, and annual events
- Meet quarterly with Pastor to discuss Music Ministry Department
- Manage Music Ministry budget
- Cultivate a worship culture rooted in authenticity, humility and spiritual maturity
- Set a spiritual tone for worship by modeling worship as a lifestyle, not just a Sunday role.
 - Approach worship planning with intention, valuing the spiritual impact of every detail in the flow of a service
 - Guide and defend living a Christian walk on and off stage

QUALIFICATIONS

- Vibrant and growing personal relationship with Jesus
- Agree with Mayfair Bible Church in Mission and Core Beliefs
- Experience leading worship in a contemporary church setting with musical competence - vocally and at least one lead instrument
- Strong leadership, organizational, and communication skills
- Ability to disciple volunteers and foster spiritual growth
- Proficient in tools like Planning Center and relevant audiovisual systems (or willingness to learn)
- Degree in music, worship arts, or ministry preferred

CHARACTER & CULTURE FIT

- Spiritually mature and emotionally intelligent, ready to lead with integrity
- A team player with a servant's heart
- Creative, adaptable and open to feedback

TO APPLY

Please send your resume, a cover letter, and a video sample of you leading worship to:
Adam.smith@mayfairbible.org, or mail to:

Mayfair Bible Church
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