MUSIC DIRECTOR

Palma Ceia Baptist Church (PCBC)
28605 Ruus Road, Hayward, CA 94544

Compensation: Negotiable | **Employment Type:** Salaried | Part-Time | Sundays Required
Work Location: In Person | Palma Ceia Baptist Church

ABOUT PCBC

Palma Ceia Baptist Church (PCBC) is a vibrant, Spirit-filled Baptist charismatic congregation in the heart of Hayward, California. Our vision is to reach our ever-changing community, transform lives through Jesus Christ, and make a meaningful impact in our world.

We are seeking a gifted, passionate, and spiritually mature Music Director to lead and develop our music ministry. The ideal candidate will combine musical excellence, spiritual leadership, organizational ability, and a genuine heart for worship and ministry.

POSITION SUMMARY

The Music Director is responsible for developing, planning, coordinating, directing, and evaluating a comprehensive music ministry in partnership with the Pastor and church leadership. Working closely with the Pastor, choir, musicians, vocalists, and Audio-Visual (AV) Team, the Music Director will coordinate the musical elements of weekly worship services, special events, and seasonal celebrations.

The successful candidate must be proficient in reading music, singing, improvising, and playing multiple instruments, particularly keyboard and Hammond organ. The ability to lead choirs, direct instrumentalists, develop musicians, and encourage congregational worship is essential.

KEY RESPONSIBILITIES

1. Worship Planning and Musical Leadership

- Plan and coordinate music for weekly worship services, holidays, and special events.
- Collaborate with the Pastor to select music that complements sermon themes and enhances worship.
- Direct choirs, instrumentalists, and congregational singing.
- Introduce and teach contemporary Christian and gospel worship songs.
- Adapt to spontaneous worship moments and musical requests.

2. Choir, Band, and Musician Development

- Direct and maintain a consistent church choir and worship band.
- Recruit, train, and develop vocalists, instrumentalists, and music ministry leaders.
- Schedule and conduct regular in-person rehearsals.
- Coordinate musician schedules and service assignments.
- Prepare and distribute weekly chord charts, sheet music, and MP3/MP4 rehearsal resources.
- Provide ongoing musical coaching and conduct formal musician evaluations twice annually.

3. Music Administration and Coordination

- Oversee the planning, operation, and evaluation of the church music program.
- Maintain music files, arrangements, rehearsal materials, and scheduling records.
- Develop and administer the music ministry budget.
- Coordinate music activities with the church calendar and ministry objectives.

- Serve as chairperson of the Church Music Council, establishing goals, developing leaders, and coordinating ministry activities.
- Supervise and support the music ministry team.
- Work with the AV Team Lead to maintain excellent sound quality during rehearsals and services.
- Communicate musical, equipment, microphone, and stage requirements.
- Coordinate arrangements, sound mixing, and recording needs.

- Provide musical guidance for weddings, funerals, memorial services, and special occasions.
- Coordinate soloists, vocalists, instrumentalists, and ensembles.
- Assist the Pastor in developing the overall vision for worship and music ministry.
- Participate actively in church events and perform other duties as assigned by the Pastor.

QUALIFICATIONS AND EXPERIENCE

Musical Qualifications

- Strong keyboard and vocal abilities, with proficiency in music reading, improvisation, and musical arrangement.
- Ability to play multiple instruments, particularly keyboard and organ.
- Ability to lead gospel choirs, worship teams, instrumentalists, and congregational singing.
- Ability to recognize and sing melody and harmony accurately.
- Familiarity with contemporary Christian worship and traditional gospel music.
- Ability to teach new songs and adapt to spontaneous worship.

Professional Qualifications

- Minimum of five years of experience leading a gospel choir and/or church worship team.
- Strong leadership, communication, organizational, and administrative skills.
- Ability to recruit, train, mentor, and develop musicians and vocalists.
- Ability to work effectively with individuals of varying musical abilities and backgrounds.

Preferred Qualifications

- Advanced keyboard skills and proficiency in Hammond® organ.
- Experience with sound mixing, audio recording, and live sound production.
- Working knowledge of musical equipment and technical tools.
- Strong vocal ability and experience developing a diverse music ministry.

JOIN OUR MINISTRY!

If you are a spiritually grounded, musically gifted leader with a passion for worship and developing musicians, we invite you to consider joining the PCBC leadership team.

Music ministry is more than musical performance. It is an opportunity to serve God, strengthen the church, encourage the congregation, and impact our community through worship.

Come be part of what God is doing at Palma Ceia Baptist Church!

Please send replies to: palmaceiabaptistchurch@gmail.com