



## POSITION DESCRIPTION DIRECTOR OF MUSIC

**Purpose:** This position is responsible for direction of the church's music program under the supervision or delegation of the Head Pastor. This responsibility includes selecting music, leading music in worship, and eliciting the musical gifts of the congregation. The music program currently supports a choir, bell choir, and praise team.

**Accountability:** Accountable to the Pastor/Head of Staff and to the Session (the church's governing board) and the Personnel Committee in the performance of responsibilities.

**Relationships:** Serves as a member of the Worship and Music Ministry Team. Collaborates with Pastor/Head of Staff, Accompanist, and other church staff.

### **Responsibilities:**

1. Direct, coordinate, and administer all congregational music groups, with the exception of the praise team.
2. Select music and coordinate performance and accompaniment with the Pastor/Head of Staff.
3. Organize lead rehearsals for all groups.
4. Recruit new singers and musicians with a welcoming and inclusive spirit.
5. Maintain the FPC music library.
6. Provide the Administrative Coordinator with the information necessary for inclusion in the weekly church bulletin for weekly services or other special occasions.
7. Meet weekly with the Pastor/Head of Staff, Accompanist, and staff to plan and coordinate services. Additionally, participate in seasonal prayer and planning days (up to four annually).
8. Serve as a member of the Worship and Music ministry team (*meets quarterly*).

Responsibilities may change based upon musical needs as determined by the Pastor/Head of Staff.

**Education, Experience, and Qualifications:**

1. Demonstrates a genuine faith commitment to Jesus Christ.
2. Willing to work within the decision-making process of the Presbyterian Church (USA).
3. Leadership experience in performance of choral music and/or contemporary praise music (vocal and/or instrumental) preferred.
4. Proven experience in directing choirs or education specific to choral direction.
5. Music education completed or in progress.
6. Able to attentively listen, lead and communicate effectively.
7. Sensitive to the diversity, inclusiveness, and growth of the church.
8. Function constructively as a member of a staff team including willingness to engage in communal and theological reflection.
9. Must pass a background check.

**Evaluation:**

Annual performance review will be conducted by the Pastor/Head of Staff with the involvement of the Personnel Committee as established by Session.

**Compensation and Benefits:**

- This position pays \$25.00 – \$29.00 per hour depending on experience. Estimated to require up to 13 hours per week. Up to 5 additional hours may be available upon approval from the Pastor/Head of Staff when needed for seasonal music projects.
- Benefits include 2 workweeks non-cumulative sick leave per year and 3 typical workweeks of vacation coordinated with Pastor/Head of Staff not to occur during Advent or Holy Week.

Approved by Personnel: \_\_\_\_\_

Approved by Session: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Received by Staff Member: \_\_\_\_\_