

## Music Director Position Description



### Position Title

Director of Music Ministries

### Percentage of Full Time

Full time, salaried

### Professional Qualifications

Required:

- Degree in Music with special emphasis on Choral Conducting
- Experience as a director of music at a large church

Desired:

- A total of at least 10 years experience as a music director
- Membership in appropriate professional associations

### Position Description

The Director of Music Ministries leads the music program at the church, including all choirs, organists, instrumental music, and special programs and performances. The Director of Music Ministries serves as music educator and reaches out to choir members, congregation, and the community through worship services, as well as weddings, funerals, fellowship events, concerts, rehearsals, retreats, classes, articles, and performances.

### Responsibilities

1. Plan all music used in worship services in coordination with Head of Staff and the Worship Committee
2. Plan special musical events in coordination with Head of Staff and the Worship Committee
3. Conduct the Chancel Choir during regular Sunday worship services and special worship services including major holidays, weddings, and funerals
4. Conduct other choirs<sup>1</sup> and instrumental ensembles<sup>2</sup> during regular Sunday worship services and special worship services, or schedule appropriate directors for these choirs and instrumental ensembles
5. Play service music during regular Sunday worship services and special worship services, or schedule appropriate organists, pianists, and other instrumentalists to play service music
6. Prepare for and direct rehearsals of the Chancel Choir
7. Prepare for and direct rehearsals of other choirs and instrumental ensembles, or schedule appropriate directors for these rehearsals.
8. Prepare for and direct special musical events, for example, hymn festivals, large choral works, and the like.

9. Administrative responsibilities:
  - a. Supervise and schedule music staff, including organists, pianists, and other instrumentalists, Chancel Choir section leaders, directors of instrumental ensembles, and directors of other choirs
  - b. Transmit needed information to office staff for bulletin and newsletter preparation
  - c. Manage music budget
  - d. Supervise the maintenance and use of the organs, pianos, handbells, and other instruments, scheduling repairs and replacement as necessary
  - e. Serve as staff liaison to the Worship Committee

*Footnotes:*

1. Other choirs currently include the children's and youth choirs. This list may change as needed to include occasional one-time choral ensembles.
2. Instrumental ensembles include the handbell choir, church orchestra, and recorder ensemble. This list may change as needed to include occasional one-time instrumental ensembles,

## **Knowledge and Skills**

**Knowledge:**

1. Demonstrated extensive knowledge of sacred vocal and choral literature, organ literature, and hymnody
2. Demonstrated understanding of liturgical traditions and styles in choral, organ, and instrumental music
3. Demonstrated understanding of the Reformed tradition in music and the liturgical calendar
4. Demonstrated knowledge of a broad range of musical styles and instrumentation along with an ability to help the congregation embrace new traditions.

**Skills:**

1. Must be an accomplished musician with keyboard proficiency; organ proficiency highly desired.
2. Must be proficient in conducting choirs and large and small instrumental ensembles, including difficult choral and instrumental literature.
3. Must have the ability to communicate the Christian faith through the art of music
4. Administrative skills:
  - a. Ability to plan, in consultation with the Head of Staff, appropriate music for the church year
  - b. Ability to plan and manage all aspects of the music program and personnel.
  - c. Ability to plan, manage, and adhere to a budget
  - d. Demonstrate a high level of organization and excellent communication skills
5. Interpersonal skills:
  - a. Ability to communicate effectively with a wide range of people, including children, youth, and adults
  - b. Ability to build community within the choirs and congregation

- c. Ability to demonstrate pastoral concern
- d. Ability to work collegially with other members of the staff, and with the Worship Committee

### **Qualities**

#### Character:

1. Must be a person of spiritual depth and maturity, who understands that musical worship is an offering of our best to God, that rightly directs attention to Him, rather than a performance that directs attention to musicians.
2. Demonstrate honesty, integrity, and professional demeanor when working with diverse personalities in a variety of situations.
3. Demonstrate availability, accessibility, and timely responsiveness to people and issues
4. Demonstrate an openness toward incorporating new musical forms and technology for enhancing worship

#### Work Ethic:

1. Demonstrate a strong work ethic and the ability to be a self-starter and energetic team player
2. Demonstrate the ability to meet deadlines
3. Demonstrate the initiative and ability to work independently when appropriate
4. Demonstrate the ability to follow written and oral instructions
5. Exhibit thoroughness, organization skills, and attention to detail
6. Accept supervision and demonstrate a willingness to learn

#### Professionalism:

1. Demonstrate pride in quality of work
2. Maintain confidentiality
3. Manage multiple tasks and priorities
4. Function in accordance with the Personnel Manual

#### Specific to this position:

1. Show appropriate judgment in selection of music
2. Show diligence in preparation and performance

All applications should include a cover letter and resume and be sent to [music-apply@firstpresbyterian.org](mailto:music-apply@firstpresbyterian.org) Applicants are encouraged to apply immediately, with priority given to those who submit materials prior to November 1, 2018.

Applicants who have question or would like more information about our church and this position. may contact Tom Brandt, chair of the Worship Committee, and a member of the Session. Tom can be reached at [twbrandt@gmail.com](mailto:twbrandt@gmail.com)