

FIRST PRESBYTERIAN CHURCH POSITION DESCRIPTION

Title

Director of Music Ministries

Classification and Hours

Exempt, part-time, working approximately 25-30 hours each week, allowing for a flexible schedule but required to be in the office at certain times as agreed upon with the Pastor/Head of Staff.

Purpose

The purpose of the Director of Music Ministries is to shape, enable, and lead the music of the congregation in worship. The Director of Music Ministries seeks to bring the congregation's music to full expression in praise, prayer, and proclamation, while incorporating diverse styles within the scope of traditional worship.

Accountability & Relationships

The Director of Music Ministries works under the supervision of the Senior Pastor as the Head of Staff, or his/her designee, and regularly consults with the Human Resources Committee Chairman as the Session representative. Although the Director of Music Ministries does not directly report to the Worship Committee Chairman, he/she will work closely with this individual and committee.

Qualifications

To accurately manage the duties of the position described herein, the employee must have a bachelor's degree in music or its equivalent, with study in choral music or church music. A graduate degree in choral music, church music, or equivalent, is preferred. Additionally, the Director of Music Ministries must have an understanding and appreciation of the role of music in worship, especially the Reformed tradition.

Physical and Personal Requirements and Expectations

1. Be committed to the Christian ministry of the spiritual needs of persons through music.
2. Promote the music ministries of the church.
3. Encourage broad participation among people of all ages in the singing of praise, prayer, and proclamation by choirs and the congregation.
4. Be capable of operating the technological equipment in the offices of the church;
5. Communicate effectively, both orally and in writing, and possess the interpersonal skills necessary to work respectfully, fairly, and firmly with others.
6. Attend meetings and attend to emergency situations that arise outside normal office hours.
7. Be adaptable and have the ability to make decisions and work under stress.
8. Be capable of going up and down stairs.
9. Represent the church in a favorable manner when dealing with church members and any outside agencies and businesses.

Responsibilities

The mission statement for First Presbyterian Church states,

"As disciples of the Lord Jesus Christ, we are a community of believers, called by God to glorify and serve God through worship and witness.

Empowered by the Holy Spirit, we reach out to share God's saving love and grace with people in Bristol and throughout the world."

Whatever the job title or task being performed, all staff have the responsibility to work to fulfill the mission statement in the many tasks they perform. When ministering to people, discretion and confidentiality must be exercised.

The specific responsibilities of the Director of Music Ministries can be divided into two areas: program and administrative. Specific responsibilities for each of these areas are listed below.

Program

1. Consult regularly with pastoral staff regarding the planning and coordination of worship services and opportunities.
2. Rehearse, train, and direct choirs in worship, including but not limited to Adult Sanctuary Choir, Children's Choir(s), and Youth Choir.
3. Serve as consultant and/or advisor for all musical events such as Vacation Bible School and musical groups not under the direction of Director of Music Ministries.
4. Function as musical consultant for all weddings taking place at First Presbyterian Church.
5. Coordinate and oversee all aspects of the Arts Series program, working in conjunction with the Arts Series Subcommittee of the Worship Committee.
6. Engage in pastoral encouragement of and ministry to volunteers, choir and church members, and engage in church activities.

Administrative

1. Attend all weekly staff meetings, scheduled staff retreats, and monthly Worship Committee meetings.
2. Supervise the part-time Organist/Music Associate.
3. Organize and maintain music library.
4. Supervise creation of music-related bulletin and newsletter items.
5. Coordinate volunteer assistance needed by the music program.
6. Assist with preparation of budget accounts under program area, ensuring that income and expenses of the Worship accounts stay within Session-approved budgeted amounts.
7. Communicate activities with choir members, other church members, and visitors through use of email, newsletter, flyers, letters, postcards, phone calls, and other media.
8. Oversee and arrange for maintenance, care, and loaning of all church-owned musical instruments and equipment as allowed by the budget. Supervise the borrowing of instruments as needed.
9. Obtain guest instrumentalists for services and special events.
10. Secure substitute musicians and choir directors to fill vacation and/or personal time away.
11. Maintain records of music scores used in worship and monitor compliance with U.S. copyright

laws and performance right laws.

12. Engage in continuing education through professional memberships, participation in church music conferences, and other venues.
13. Perform other duties assigned by the Senior Pastor or his or her designee.
14. Oversee organization of storage spaces, units, and closets provided for the music program.
15. Purchase equipment and supplies as approved.
16. Consult with choir members and volunteers before changes are made to facilities.