



Music Director (Part/Time) Position Description

General Description:

The Music Director will plan and facilitate music for all scheduled services of worship and special events such as weddings, funerals/memorial services, and concerts held at the church.

- Accountability
 - The Music Director is accountable to the Session, and in cooperation with the Pastor of the church.
- Skills and Qualifications
 - Enthusiastic, team-oriented, dependable worship leader who is well organized with excellent personal communication skills.
 - Excellent organ and piano performance required.
 - Knowledge required of classical/traditional music selections available for Christian worship.
 - The Music Director will have the necessary theological and spiritual insights in order to prepare and rehearse musicians of various skill levels for meaningful worship.
 - Proven ability to work with various age groups and skill levels.
 - A Bachelor's Degree with a major or minor in music and five years of experience in a church setting is preferred.
- Responsibilities
 - Work with the Pastor of the church to offer meaningful Sunday worship services, ensuring that music offerings are thematically appropriate and reflective of the scripture lessons presented by the Pastor.
 - Provide organ and/or piano accompaniment during worship.
 - Develop and direct adult choir. Provide weekly rehearsals as well as support and encouragement to those willing to serve the church as choir members. Recruit volunteer soloists and ensembles and be active in the selection of substitutes when needed.
 - Work with the Pastor and church office to ensure that church music information is accurate in the Orders of Worship, posted on Facebook and our website, and in all other communication and social media.
 - Maintain the music library of the church.
 - Foster community participation in the music ministry of the church by recruiting, organizing, and inviting musicians, song leaders, instrumentalists, vocalists, and prospective new choir members.
 - Monitor copyright restrictions and ensure appropriate licensing is maintained.
 - Work closely with the Pastor to rebuild the music ministry by outreach to area universities, non-profits and others interested in providing music in a beautiful, Christ-centered setting.

- Prepare appropriate music for special worship gatherings of the church on such days as Ash Wednesday, Maundy Thursday, Easter, and Christmas Eve (This is not a complete list).
- Be available to provide music for Memorial Services, weddings, and other special events approved by Session to be held at the church. If the Director of Music is unavailable, then the responsibility to locate a suitable musician to cover the event will be that of the Director. Compensation for these services may be in addition to the normal stipend but in accordance with church policy.
- Supervise the use of the musical instruments, recommending policy governing their use and ensuring maintenance on the instruments is up to date.
- Perform other duties as assigned by Session.

Hours and Compensation:

The position on average involves an estimated 7 hours/week of preparation, meetings, choir rehearsals, worship and practice. For these services CPC will pay an agreed-upon stipend commiserate with experience.

All employees are subject to a three-month probationary period. At the end of this period a performance review will be conducted to assess performance and provide feedback. Signing this job description does not guarantee employment and Community Presbyterian Church reserves the right to terminate employees at will.

Hire Date: ___/___/___

Employee's Acknowledgement: _____ Date ___/___/___

Session Representative Acknowledgement: _____ Date ___/___/___