

JOB DESCRIPTION - DIRECTOR OF MUSIC

Purpose

To lead the church choirs, provide music at special church events, and coordinate the total music program for First Presbyterian Church, Mesquite.

Qualifications

- Christian character.
- College degree in a related field or equivalent experience leading choirs and musicians.
- Knowledge and understanding of Reformed church music.
- Understanding of Presbyterian beliefs and traditions.
- Proficient communications both in speaking and listening.
- Initiative, determination, and patience for developing plans and projects through completion.
- Exhibit competent, effective, and motivating leadership.

Accountability

The Director of Music is accountable to the Pastor, as head-of-staff, the Worship Committee, and ultimately to the Session in the performance of responsibilities.

Responsibilities

- Coordinate and unify all music-related activities of the church into an integrated and effective ministry of worship and music education.
- Oversee all rehearsals for choirs – adult, youth, and children and related instrumental music.
- Supervise music for services held in the church, both choral and instrumental.
- Assist the Pastor to correlate music with the overall theme or message for each particular service to insure continuity in worship. (In accordance with W-1.4005a.(4), the Pastor chooses the hymns for services, and is ultimately responsible for all music to be sung.)
- Select and purchase music for worship services, subject to the annual church budget and current financial condition in subscribing that budget.
- Oversee the organization and maintenance of a music library for the church.
- Organize and supervise recruitment of members for choirs and choral ensembles such as adult, youth, children, and instrumental groups.
- Train choirs in choral technique, appreciation of worship music, and leadership/participation in worship.
- Conduct choir rehearsals, ordinarily each week, with the overall program and church in mind at times negotiated between the Music Director and Choirs and approved by the Worship Committee.
- Plan, coordinate and lead a biennial Youth Choir Mission Trip.
- Attend all Worship Committee meetings.
- Notify the church office by 9:00 a.m. on Tuesday, of non-congregational choral and instrumental music for the coming Sunday (and to plan ahead as necessary for worship materials that may need to be produced earlier than the following Sunday).

Evaluation

A performance review will be conducted annually (prior to annual budget preparation) by the Worship Committee (or their representatives) and the Pastor.

Compensation

- Salary - \$24,000 annually
- Continuing Education/Professional Expense - \$1,000 annually
- Compensated Time Off
Personal Time – 2 weeks/year (Current policy of the Session of First Presbyterian Church is that personal time ordinarily includes both vacation and any sick or emergency leave.)
- Educational Leave – 1 week/year for Worship Committee approved educational leave

Understanding

- This job description is written with the understanding that it is part-time in nature.
- The Music Director’s responsibilities ordinarily assume an on-site attendance of about 4 hours on Sunday morning and 4 hours on Wednesday night. Other responsibilities may be on or off site.
- The standing tradition of First Presbyterian Church has been that ordinarily the choir sings weekly at one of the Sunday morning services and a soloist or ensemble sings at the other. Choir rehearsals typically provide adequate preparation for these services. Exceptions are made for some holiday services.
- If the Music Director and Choirs determine that a rehearsal is not necessary for a particular service or for a brief time during the summer, the Music Director may, with the approval of the Worship Committee, suspend rehearsal(s) for the specified date(s).

Music Director

Date

Worship Committee Chair

Requirements/Expectations of the Music Director

Coordinate the entire music program	2 hours (preparation/administration)
Direct the Chancel Choir	2 hours (Wednesday rehearsals/prep)
Direct the Youth Choir	1 hour (rehearsals) (Wed. evening or Sunday after church)
Conduct and lead on Sundays	4 hours
Coordinate music for sub-groups	2 hours
Lead music for 4 special events per year	2 hours (average)
Biennial Youth Mission Trip	2 hours average (104 hours every other year)
Miscellaneous	2 hours average (8 hours per month)
TOTAL	17 hours per week

Note: "Hours/week" estimates are given only as a tool to determine if the expectations are reasonable for a part-time position.