

# **Title: Director of Music and Church Organist**

## **Position Description**

**Purpose:** To work with the Pastor and the Session in planning an appropriate music program for the congregation in keeping with the church vision to become open and inclusive, and to provide opportunity for service by church members.

**Accountability:** Accountable to the Pastor as Head of Staff.

### **Responsibilities of all staff:**

- Preserve and promote church unity.
- Work with the Pastor and Session to develop the spiritual potential and growth of the church.
- Participate in church staff planning on a weekly basis.
- Accept other responsibilities/duties as assigned by the Session.
- Encouraged to participate in church fellowship and activities.

### **Responsibilities:**

- In coordination with the Pastor, plan and prepare the weekly prelude, anthems, offertory and postlude and all other special music program(s) in keeping with the church vision.
- Provide soloists as is appropriate for the weekly services(s).
- Work closely with the Worship & Music Committee and attend the Worship & Music Committee meetings.
- Respond to other music needs that come from/through staff persons or church committees.
- Appoint a substitute when he/she cannot be present for rehearsals or services of worship.
- Conduct regular choir(s) rehearsal(s) in preparation for the weekly service(s).
- Coordinate and direct the choir(s) for the weekly services.
- Recruit choir members with special attention on inviting new members to join the choir.
- Responsible for the church organ maintenance and coordinating its use, reporting to the Worship & Music Committee.
- Care for and maintain all other church owned musical instruments, music library, choir robes and other music equipment.
- Recommend expenditures to the music budget within the guidelines of the Session's budget and under the direction of the Worship & Music Committee.
- Responsible for consulting with families regarding music for weddings and funerals that occur at the church in coordination with the Pastor and /or the Worship & Music Committee, as needed.

### **Evaluation:**

- Initial performance review will be at 30 days, or as directed by the Pastor and the Personnel Committee.
- Thereafter: Performance reviews will be conducted annually by the Pastor and the Personnel Committee.
- The Personnel Committee will annually review the adequacy of compensation.

Ref: Book of Order

Guidelines for Session Personnel Committees

1/17/2011

Rev. 3/21/2011