

FOREST HILLS PRESBYTERIAN CHURCH JOB DESCRIPTION MANUAL

DIRECTOR OF MUSIC

PURPOSE:

1. To lead the Church Choir(s) and instrumental groups in providing appropriate music appealing to an intergenerational congregation during services of worship, special church events, and to coordinate the total music program.

MINIMUM QUALIFICATIONS:

1. Three years successful experience as a choir director
2. Bachelor's Degree in related field.
3. Experience as an instrumental director
4. Ability to coordinate and implement a comprehensive church music program
5. Ability to work with a wide range of ages and ability work levels.
6. Ability to recruit and lead choral and instrumental groups.
7. Openness to diverse styles of music and awareness of music trends from traditional to current.
8. Leadership qualities necessary to promote the music program for a growing church.
9. Possess spiritual qualities and knowledge necessary to further the mission of the church.
10. Possess flexibility, adaptability and ability to teach and lead both congregation, choir, and musicians.
11. Possess the desire and ability to develop Outreach opportunities to take music out of the church and into the community.

HOURS:

1. Approximately 13 to 16 hours per week, more around church holidays
Estimated Hours:
Sunday: 8:00 A.M. – 12:00 Noon
Wednesday: 6:00 P.M. – 9:30 P.M.
Other special programs and rehearsals

COMPENSATION AND BENEFITS:

1. As specified in the FHPC Personnel Policies and Procedures Manual.

FOREST HILLS PRESBYTERIAN CHURCH JOB DESCRIPTION MANUAL

ACCOUNTABILITY AND WORKING RELATIONSHIPS:

1. Supervision:
 - a. The immediate supervisor is the Pastor of the church, who is Head of Staff and responsible for decisions involving worship (Book of Order, W-2.0304).
 - b. The Director of Music also works closely with the Worship Committee.
 - c. The Director of Music will work closely with the Organist and any other members of the church music staff.

1. Job performance evaluation and review:
 - a. The Pastor and representatives from the Personnel Committee will hold an annual review and evaluation with the Director of Music.
 - b. Criteria for the review are performance appraisal forms and a personal interview.
 - c. The purpose for the review is to assess job performance towards the goals of the church and to provide support for a continued good working relationship with the church.

DUTIES AND RESPONSIBILITIES:

1. Specific responsibilities:
 - a. Consult with the Pastor regarding theme of each service of worship, special programs, selection of hymns and choral and instrumental music.
 - b. Direct choirs (30+ members), organist and ensembles in rehearsal and worship services.
 - c. Train choirs and ensembles in proper techniques and appreciation of sacred music of all types, from traditional to current.
 - d. Organize and supervise recruitment of members of choirs and ensembles.
 - e. Assist in the development of Christian worship and music needs of an intergenerational congregation.
 - f. Assist the congregation in appreciation, acceptance, and participation in traditional as well as current inspirational music.
 - g. Organize and maintain music library.
 - h. Supervise maintenance and inventory of church musical instruments.
 - i. Provide weekly worship song list for PowerPoint presentation.
 - j. Maintain records of music used in weekly and special services.

2. Other:
 - a. Submit a detailed budget of specific financial needs, for the music program, to the Worship Committee.
 - b. Provide special music programs for special occasions of the church year, such as Christmas Eve, Easter, Maundy Thursday and other liturgical holidays.

**FOREST HILLS PRESBYTERIAN CHURCH
JOB DESCRIPTION MANUAL**