

Position Description: Director of Music, Grace Presbyterian Church

Duties and Responsibilities:

1. Reports to the Pastor and is responsible to the Session.
2. Works in partnership with the Pastor, staff and the Worship committee to develop and grow the Music Ministry of Grace Presbyterian Church. This includes attending weekly Staff Meetings, monthly Worship Committee meetings, and one-on-one meetings with the Pastor as needed.
3. Selects and provides appropriate music for all worship services, including but not limited to, Informal Sunday Service at 8:30AM (not held during summer), 10:00 AM More Traditional Service, Christmas Eve, Maundy Thursday, All Saints Remembrance Service, and other special services as directed by the Session and the Pastor. Organize "special music" for Sunday worship during summer months while Chancel Choir is not in session. Is willing to extend rehearsals or have extra rehearsals as needed.
4. Responsible for choosing and directing all anthems and offertory music sung by the Chancel Choir.
5. Works co-operatively with the pastor to choose weekly Hymns/Praise Music.
6. Submits musical selections with appropriate information to office manager in a timely fashion.
7. Provides organ accompaniment to Funerals and Weddings held on church grounds in consultation with the families or engaged couple. Separate compensation for this work to be provided by the recipients.
8. Oversees the maintenance of all musical equipment used in worship (organ, keyboards, etc.)
9. Accompanies and joyfully directs the Chancel Choir in one weekly practice on Wednesdays at 7:00PM, September through June. Is available to work with soloists, duets and instrumentalist, etc.
10. Prepares and directs the choir in an annual Christmas Cantata, usually presented during the 10:00AM service on the third Sunday in Advent (only one service on that date).
11. Provides and directs appropriate choral music for Christmas Eve and Maundy Thursday services. Also provides seasonally appropriate choral music (Veteran's Day, Memorial Day, Independence Day, Reformation Sunday, Advent and Lent, etc.).
12. Open to a wide variety of musical styles including the use of multi-media (i.e. utilizing and/or incorporating video presentation) to enhance musical presentations.
13. Arranges for a competent substitute, in consultation with the Pastor, on occasions when unable to be present.
14. Actively recruits new members to the Chancel Choir, providing an atmosphere of learning, growth in faith, and mutual caring among choir members.
15. Purchases and maintains all music and supplies needed for the choir, limiting expenditures to annual budget limitations.
16. Plans and provides musical outreach to the community as directed by the pastor and Session.

Skills and Qualifications:

1. Demonstrates a deep faith in our Savior Jesus Christ and is devoted to His ministry.
2. Comprehensive musical training including a degree in music with demonstrated proficiency on the organ and keyboard. Experience and competency in choral conducting. Knowledge of appropriate church music for Reformed Traditional and contemporary worship.
3. Ability to play organ/keyboard, direct choir and sing along simultaneously. A good ear for pitch and rhythm.
4. Knowledge of reformed worship and music appropriate for each season of the church year.
5. A "Team Player" able to relate to and work well with others. Must possess excellent interpersonal skills.
6. Must pass a criminal background check.

Compensation: Negotiable from local industry standards. Vacation: 2 weeks/year. 90-day probationary period. This position is a 1099 position offered without benefits or hourly requirements. Individual is paid for the entirety of the work and is always expected to be prepared and punctual.