

## **Position Description: Director of Music**

**Purpose:** To oversee and plan music in worship and serve as an integral part of the church music program that encompasses other music groups.

**Accountability:** To the Pastor as Head of Staff and to the Personnel Committee in annual evaluations as described below.

### **Qualifications:**

1. A desire to serve God through leading music in worship.
2. Professional training as a choir director and singer with a bachelor and/or graduate degree(s) that includes advanced study in each area, and skills commensurate with such training.
3. Possible expertise as a pianist and/or organist.
4. Leadership skills, including abilities to communicate and work with others in the common goal of leading Christian worship through music.
5. Ability to oversee and work within the church music budget.
6. The ability to understand worship and musical practices as pursued at First Presbyterian Church, Lawrence, and to work with the remainder of the church staff in planning music for worship. Comfort with Presbyterian/Reformed worship and policies held by First Presbyterian Church.

### **Responsibilities:**

#### **Choir Director:**

1. Direct the Chancel Choir in 10:30 AM services on Sunday mornings, utilizing the paid soloists. The Choir usually sings during services September through the end of May.
2. Lead the Chancel Choir in regular Wednesday night rehearsals.

#### **Worship Planning:**

1. Attend Worship and Sacraments Committee and Music Staff meetings, encouraging communication between directors about selection of music to be performed.
2. Select anthems and other choral responses in accordance with worship themes as discussed with the pastoral staff, supervise the maintenance of the choir robes, and maintain the church music library.
3. Communicate music titles for worship services to the church office in a timely manner.
4. Prepare special music consistent with the liturgical calendar (i.e., for Christmas, Ash Wednesday, Maundy Thursday, Good Friday, Easter, weddings, funerals) in coordination with the pastors, hiring extra musicians as needed and arranging for the logistics of incorporating these musicians into the church service.
5. Assist the pastoral staff in the choosing of hymns and other congregational music for services.

#### **Directing Music Program:**

1. Supervise and work with musicians on the church staff, including the organist, paid section leaders of the Chancel Choir, and bell choir director. Keep a substitute list of section leaders and oversee the hiring of substitutes for the other music staff as well.
2. Oversee the church music budget, working effectively with the available funds, and informing directors of other music groups of their allotments.
3. Actively recruit volunteer singers and musicians for the church music ensembles, especially the Chancel Choir, and work to maintain good rapport with them.

4. Arrange for extra musicians as required and volunteer performers of special music from June to August when the Chancel Choir does not meet.
5. Coordinate musical requirements and policies with the church organist concerning music for Wednesday night rehearsals and Sunday mornings, ensuring that the organist receives music in a timely manner.
6. Communicate with organist and bell choir director concerning the regular tuning and maintenance of church instruments.
7. Potentially develop a musical performance series to take place in our sanctuary.
8. Perform other duties as directed by the Pastor as Head of Staff.

**Time expectation:** 8-10 hours per week. This is a part-time position and salary is negotiable depending upon qualifications, experience, and involvement with other choirs. Part of the compensation package will include the music director's membership in the Presbyterian Association of Musicians. Four vacation Sundays a year.

**Evaluation:** The Pastor, the Personnel Committee, and a representative of the Worship and Sacraments Committee will conduct an annual performance review. The Personnel Committee will review annually the adequacy of compensation.