



Position Title:
DIRECTOR OF MUSIC MINISTRY

Purpose: The Director of Music Ministry leads the music in worship primarily on the organ and piano, directs choirs, assists in worship planning and conducting, developing and administering a program of music, approximately 16 hours per week. (Part-time)

Supervision: The Director of Music Ministry serves under the supervision of the Senior Pastor, Head of Staff.

Responsibilities: Subject to review and adjustment in conjunction with the Senior Pastor, the following constitute the major responsibilities of the part-time Director of Music Ministry.

- Selects and provides music at all Sunday worship services, mid-week worship occasions and all special celebrations of worship, recognizing that music is an integral component of the worship experience and spiritual life of the congregation.
- Participates collaboratively in weekly worship planning and planning for special events with the preaching pastor(s), staff, and lay leadership. Creates opportunities to introduce new hymns to the congregation.
- Incorporates music from a variety of Christian traditions as appropriate to the service and season.
- Recruits, rehearses, directs and accompanies the adult choir, vocalists and instrumentalists.
- Engages with the congregation, considers ideas from congregants, and utilizes the variety of talents within the congregation.
- Engages with the community to enhance the music program of the church.
- Schedules and prepares for qualified substitutes for all absences. Approves all outside musicians using church owned instruments.
- Rehearses to maintain a high proficiency at the organ and piano.
- Performs administrative duties such as purchasing, budgeting, scheduling, and communicating electronically and in writing as needed.
- Assists the Associate Minister to identify and offer musical opportunities for children.
- Communicates and coordinates with the church any organ or other instrument maintenance issues.
- Recruits and directs the church bell choir. (Optional, but preferred.)
- Provides music for weddings and funerals held at the church when the Director is available. (Fees for these services are not provided by the church, but are fees charged to couples or families at an amount to be agreed between the couples or families and the Director and paid to the Director before the service.)

Traits, Skills, and Characteristics for Success:

Interpersonal skills such as kindness, politeness, bringing out the best in others, personable, sense of humor, flexibility, and patience.

Adaptable and comfortable with change.

Comfortable working with all ages.

Punctual and practices good time management.

Strong communication skills and a desire to work collaboratively with others.

A desire and willingness to teach, whether it is a new hymn to the congregation, or helping choir members grow, progress, and build confidence.

Excellent skills on the piano and pipe organ (utilizing the full capability of the instrument), strong ability to sight read music. Understands and appreciates music as an essential, integral component of ministry and worship, not as a performance.

Skills in assisting the congregation to fully utilize instruments the church currently owns, and the instruments and talents of congregants. Interested in making use of outside performers and instruments.

Musical Instruments:

ORGAN

Started Schantz in 1964. In 1967 added a few pipes.

Complete renovation of a new console and digital voices by Walker in 2009.

27 pipe ranks

50 digital ranks.

PIANO Bechstein grand piano

HANDBELLS 3 octaves

TONE CHIMES 3 octaves

A collection of PERCUSSION INSTRUMENTS

Education and Experience:

1. A minimum of a B.A. in Music, Music Education, or similar and two years' experience and sufficient keyboard ability to sight read hymns, liturgy, and anthem accompaniments. Related music experience or combined equivalent may be substituted for formal education.
2. Strong musical keyboard skills.
3. Comfort with the Reformed tradition of worship.
4. Working knowledge of sacred music.