

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

### ***Introduction***

As a reflection of the love of Christ, the Director of Music Ministry supports the ministry of FUPC with care, confidence, clarity, and creativity.

### **Job Purpose**

- To support the mission and ministry of FUPC.
- To nurture spiritual growth for the congregation of First United Presbyterian Church through coordinating the music program for worship services (W - 2 . 1003-1005).
- To empower FUPC to love our neighbors through the ministry of communal music-making.

### **Responsibilities**

1. Understanding that singing and instrumental music in worship are gifts of prayer and praise, provide appropriate music for each Sunday hybrid worship service in coordination with the Pastor, Worship Team, and organist/accompanist. In the Presbyterian Church (USA) the Pastor chooses the hymns and consents to the music to be sung, and to the use of drama, dance, and other art forms.
2. Interpret, plan, and prepare music appropriate to each service of worship utilizing a variety of musical forms.
3. Choose music for and direct the FUPC church choir and coordinate soloists or small groups. Maintain records of choir pieces performed.
4. Conduct mid-week evening choir rehearsals (Wednesdays 6:15-7:30) September-May.
5. Plan and coordinate seasonal community concerts.
6. Explore opportunities to support community music outside the church.

7. Provide direction for worship services on (potentially) the following special services (some of these may be held at other churches and utilize their musicians):

- Ash Wednesday
- Maundy Thursday
- Good Friday
- Easter Sunrise
- Christmas Eve
- Special Concerts

8. Work with the Faith Formation elder and Kid's Choir volunteers to involve children and youth in the music program.

9. Solicit the participation of church members and friends in the music program, both vocal and instrumental, for intergenerational and youth opportunities.

10. Make recommendations to the Worship Team for guest musicians, Special Music and community interdenominational choir collaboration within budgetary limits.

11. Purchase music as needed, within budgetary limits; organize and maintain the music library; in coordination with the church administrator, obtain and maintain copyright licenses.

12. Make recommendations to the Worship Team for music budget items.

13. Work with the audiovisual and sound system technician to ensure proper levels and set up hybrid worship services and other church events as necessary. Utilize and maintain music equipment and resources associated with audio and visual streaming.

14. Attend regular staff meetings called by the Pastor and attend planning meetings with the Pastor, Worship Team and Faith Formation Team as appropriate.

15. Coordinate and communicate about music for worship services with the organist/accompanist.

## **Required/Preferred Skills**

- Choir Conducting
- Vocal performance
- Ability to work with and connect to people of different generations
- Familiarity and facility with the following programs, equipment, and platforms:
  - YouTube, Zoom, Google Suite
  - Soundboard, switch, and microphone operations
- Strong performance standards
- Self-Motivated with an aptitude for positive, problem-solving
- Pleasant and professional interactions and manners with staff, congregants, and the Community
- Strong time management, organizational, and communication skills
- Ability to maintain confidential information reliably and to refer any appropriate matters to the Pastor.
- Ability to respond to suggestions and feedback in an effective and appropriate fashion.
- Ability to adhere to First United Presbyterian Church's Child Youth Vulnerable Adult, Sexual Harassment, and employment requirements including three references, be at least 18 years of age, and satisfactorily complete a background check, training, and other processes as required by church policies.

## **Working Relationship**

The Director of Music Ministry is accountable to the Pastor as head of staff and the elders of the Worship team in the performance of his/her responsibilities.

- Give notice to the Pastor or the elder for Worship:

- 1) any planned absences with an advance two-week notice; or
- 2) any unplanned absences at least two hours prior to the shift.

For planned absences, secure a qualified substitute and ensure proper payment information is provided to the treasurer in advance.

For unplanned absences, assist in locating a qualified substitute.

- Attend an evaluation after a 90-day probationary period and thereafter annually.

### **Commitment**

This is a part-time position with expected task completion to require 32 hours per month with approximately 4 hours/week on-site for Sunday hybrid worship and mid-week or Sunday choir activities September-May and 16 hours per month for planning, community outreach, and Sunday morning hybrid worship support June-August. Other on-site hours would be arranged with advanced notice. Possible off-site, mid-week, or remote opportunities may arise. Preparation and follow-through for responsibilities can be completed on or off-site as appropriate.

### **Compensation**

Salary range: \$12,000 – \$14,000. Paid vacation: two weeks per year. Sick pay and FMLA provided.

### **Accountability**

The Music Director is an “exempt” position and is accountable to the Pastor as head of staff and to the Worship elder. Annual review to be conducted in coordination with the Personnel elder. The Personnel Team will annually review the adequacy of compensation and

make recommendations to the Session for approval.

### **Termination Policy**

- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this, a two-week notice is expected.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.
- Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect and for violation of church policies. Termination may occur for failure to carry out job duties as described above.

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