

FIRST PRESBYTERIAN CHURCH
Monroe, MI 48161

Job Description: Director of Music Ministries

Date of Session Approval: 8/23/2016

Accountability: The Director of Music Ministries is employed by and responsible to the Session of the Church. That employer relationship is exercised through the Personnel & Policy Committee and the Worship Committee. The Pastor, as designated Head of Staff, directs particular tasks and decides priorities of duties. In matters of hiring, review, evaluation or separation, the Pastor works in consultation and cooperation with the Personnel & Policy Committee.

The duties listed are intended to describe the general nature and level of work performed by persons assigned to this position. It is not to be construed as an extensive list of duties performed by persons so classified, nor is it intended to limit or modify the right of the pastor to assign and direct the work of such employees.

Responsibilities:

1. Oversee and coordinate the music program of the church. Other members of the music staff and volunteers will be under his/her supervision and all other items pertaining to music in worship will be under his/her direction (i.e. summer soloists, purchase of music, special presentations, congregational singing, rehearsing with choir, soloists, and instrumentalists, recruitment, etc.)
2. Provide appropriate music for all regular worship services and for any special services as are ordinarily scheduled throughout the church year (i.e. Ash Wednesday, Maundy Thursday, Easter, Christmas eve, etc.)
3. Direct and accompany the Sanctuary Choir.
4. Meet regularly with the Worship team to plan and coordinate the church's worship services. (The Worship team may consist of the Pastor, Director of Music Ministries, coordinators of handbell choir, instrumental ensembles, drama groups, visual artists, etc.)
5. Be responsible for the leadership of children/youth music in worship. Consult with youth leadership to plan and coordinate their musical involvement in worship.
6. Serve as a member of the Worship Committee.
7. Oversee routine maintenance and tuning of the church's musical instruments. With the concurrence of the Worship Committee, recommend to the Session any significant purchases, improvements, additions or repairs. Consult with the Property Committee when any physical changes to the church edifice are being considered which may affect any church instrument.
8. Oversee the use of any and all church instruments.
9. Coordinate music for special church activities, (i.e. weddings, funerals, etc.) and play the organ for these special services, if possible.
10. Develop music department budget with the Worship Committee and be authorized to spend from the budget with committee approval.
11. Consult with the Finance Committee to establish a fee schedule for special church services (i.e. weddings, funerals, etc.)

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12. Prepare a written report on the total music program of the church to be included in the Annual Report and other reports as requested by the Session.

Knowledge, skills and abilities required:

1. Minimum Bachelors degree in music or equivalent experience
2. Understanding of and willingness to familiarize self to utilize a wide variety of church music.
3. The ability to interpret musical literature and communicate its meaning to the participants in the music program.
4. The ability to transmit musical ideas through effective conducting techniques.
5. The ability to play the standard organ literature on a large pipe organ.
6. Knowledge of the basic mechanics of the church's instruments (i.e. pianos, pipe organ , handbells, etc.)
7. The Ability to consult with technical personnel concerning the maintenance of the church's instruments.
8. The ability to work with musicians within their ability and to help them grow and improve.
9. The ability to complete all job duties as outlined in this description with minimal supervision.
10. Have flexibility of time schedule to permit attendance at necessary church functions.
11. Capable of working with and developing rapport with young people as well as adults.
12. The ability to plan and expedite the total music program of this church.

Working Conditions:

1. Works in an environment with no physical discomforts due to temperature, noise, dust and the like.
2. The duties listed are intended to describe the general nature and level of work performed by persons assigned to this position. It is not to be construed as an extensive list of duties performed by persons so classified, nor is it intended to limit or modify the right of the pastor to assign and direct the work of such employees

Compensation: This is a salaried exempt position. Two weeks (2 Sundays) of paid time off (PTO) is allowed each year.

APPROVED BY:

Date: 8/11/2016 Personnel & Policy Committee