



General: The Director of Music Ministries is primarily responsible to provide leadership for the entire music program of the church utilizing paid and volunteer staff to provide excellent music for worship while developing a comprehensive music program for all age levels.

Primary Duties

- Develop a viable music program for all age levels within the church.
- Provide leadership for all choirs; direct or provide for director of chancel choir
- Coordinate service music with the pastor of each service.
- Plan special music offerings; e.g., Christmas, Easter, etc.
- Working with the Worship Teams, include other elements of creative expression in worship services as may be appropriate; e.g., liturgical dance, readings, drama, etc.
- Purchase music and other necessary supplies for the music program
- Develop an annual music budget.
- With Trustees insure appropriate maintenance and care of musical equipment.
- Other duties as assigned by the senior pastor or SPRC

Staff Liaison Assignments and Expectations

- Attend periodic staff meetings, as scheduled.
- Invited to Church Council meetings, but attendance is not required.

Supervision

- The Senior Pastor will provide oversight, guidance, and mentoring to the Director of Music Ministries as it relates to program.
- The Staff-Parish Relations Committee (SPRC) is responsible for matters of employment in consultation with the Senior Pastor.

Remuneration and Evaluation

- All church staff are paid in accordance with the annual budget as adopted by the Church Council. Salary recommendations are made to the Finance Committee by the SPRC.
- A performance appraisal will be conducted annually by the SPRC.
- This is a part-time position.

Vacation and Other Time Off

- The Director of Music Ministries is entitled to all paid vacation, sick days, and holidays as outlined in the personnel policy established for all church employees.

Desired Prerequisites – Education, Experience, and Spiritual Gifts

- Having acquired a Bachelor's degree or be actively engaged in completing the requirements for same.
- Experience directing choral groups in a worship environment
- Basic, or better, competence in piano
- Helpful spiritual gifts include leadership, knowledge, faith, and administration