

POSITION DESCRIPTION: DIRECTOR OF MUSIC (Part-Time Exempt)

PURPOSE: To lead, develop, coordinate, and administer a 12-month ministry of choral, vocal, and instrumental music to support the worship life of the congregation and other needs as defined by the Session.

ACCOUNTABILITY: The Director of Music reports to the Pastor/Head of Staff. The Organist reports to the Director of Music.

WORK WEEK: This position is for an average of 15 hours per week, with presence on site at least two days a week including a midweek rehearsal day and Sunday.

BENEFITS: Benefits will be according to the policies for exempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Direct the adult vocal choir(s) and the bell choir; encourage numerical growth in these choirs and spiritual growth among their members.
2. Work with the Pastors and other worship leaders to provide music that is thematically integrated with the sermon and appropriate to the liturgical season.
3. Develop and provide staff support to instrumental ensembles.
4. Provide for the maintenance and development of the music library with a diverse selection of musical periods and styles.
5. Act as director of the Southminster Music and Arts Academy.
6. Serve as a resource person for the ministries of Christian Education, music, and the arts.
7. Provide for music at special Church functions including, as requested, weddings.
8. Provide input for budgetary planning.
9. Arrange for the short- and long-term care and maintenance of Church-owned musical instruments.

POSITION REQUIREMENTS:

- Has a strong Christian commitment and views music as a ministry.
- Holds a degree in music from a college or from a conservatory of music or demonstrates equivalent experience.
- Possesses demonstrated conducting, accompanying, and teaching skills in choral and instrumental ensembles, using a variety of musical styles (e.g., classical Christian traditional and contemporary, jazz, praise, and gospel) so that participants and Church members may experience and enjoy musical and spiritual development.

- Demonstrates flexibility and strong interpersonal and relationship-building skills.

RELATIONSHIPS: The Director of Music is a member of and relates to the staff, especially the Pastor/Head of Staff and the Director of Christian Education, and works closely with the Worship Council and music-related committees. The Director of Music supervises the Organist.

EVALUATION: Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff with participation by a member of the Worship Council and a member of the Personnel Committee.

APPROVED: September 8, 2008

SIGNED BY INCUMBENT:

_____ Date: _____