Title: **Music Director**
Hours: **8 (additional seasonal hours required)**
Direct Report: **Senior Pastor**
Work Months: **12**
Pay Months: **12**

AREAS OF RESPONSIBILITY

- Conducts weekly rehearsals for the adult choir, currently held Thursday evenings from 7:30-9:00 pm.
- Leads adult choir during Sunday worship services, currently 10:15 am-12:15 pm.
- Plans weekly Sunday worship service with the Senior Minister and Organist; selects the appropriate music for the liturgical theme of the worship service; plans seasonal programming, including annual Candlelight Communion service, Ash Wednesday service, Maundy Thursday service, and Advent programs.
    - Plans a variety of types of music (from contemporary worship songs to classical church offerings) for use in the services. When music is sung in a language other than English, provides a translation in English in the congregational bulletin.
- Meets with the Music Committee as needed to provide information and recommendations regarding long-range planning, budgetary concerns, and overall vision of the church's music ministry mission.
- Recruits, monitors, and supervises the section leaders and their attendance (in consultation with the organist). Reports section leaders' attendance monthly to the Office Manager.
- Hires appropriate guest musicians as required for special presentations in consultation with the Organist and in consideration of the annual budget for the choir.
- Conducts reading sessions with the choir for the purpose of identifying new additions to the music library in consideration of the annual budget for the choir.
- In addition to rehearsals and worship services, prepares liturgical program up to four weeks in advance. Advance preparation includes the selection and preparation of congregational music, reviewing new music, choosing special music for worship, score study, facilitation of special musicians (instrumental and vocal soloists/ensembles), and worship planning for Sundays and special occasions.
- Manages and coordinates volunteers for the music program, in conjunction with the Music Committee.
- Obtains substitutes as necessary, at a maximum three (3) rehearsals and three (3) services annually. Additional substitutes may be obtained at Music Director's expense, with the approval of the Senior Pastor.
- Arranges special music as needed for joint church meetings, church dinners, or choir-initiated presentations.
- Facilitates scheduling of Bell Choir performance with the Bell Choir Director, Organist, and Senior Minister.
- Makes self available following Sunday worship services to talk with members of the congregation and encourage choral participation.
- Performs other duties as assigned by Senior Minister in discussion and consultation with the Music Director and the Music Committee.

EDUCATION/EXPERIENCE

- A Bachelor's or Master's degree in music, worship, or related field, or equivalent experience.
- Extensive experience in choral and church music preferred.