

NOW HIRING - DIRECTOR OF MUSIC FIRST PRESBYTERIAN CHURCH OF MILAN

To apply: please send your resume to the church at firstpresmilan@gmail.com or 1620 1st St Milan, IL 61264. Email or call 309-787-4661 with questions. Please be sure to address your qualifications for this position. Applications will be considered on a rolling basis.

To find out more about our church: Go to <https://firstpresmilan.org/> or <https://www.facebook.com/celebratingGodslove>. We are a congregation of about 50 people in worship on Sundays, with a vocal choir of about 10 and a bell choir of about 5. We love food, fellowship, and each other.

JOB DESCRIPTION

I. GENERAL

- A. The purpose of the position of Director of Music is to provide the church with both vocal and instrumental music which will enhance the service of worship to the highest degree obtainable within our resources.
- B. The Director of Music is accountable to the session, Worship Committee and pastor and is responsible for the entire music program of the church.
- C. Salary range is approximately \$13,000-15,000 annually and is open to negotiation.
- D. This is a part-time, salaried position based on 52 weeks per year and biweekly pay periods. The compensation includes 2 weeks paid leave annually and 3 weeks paid leave after 5 years of service. Unpaid leave may be taken with 2 weeks advance notice. The Administration and Personnel Team shall review the salary and the worship committee written performance evaluation annually. Additional compensation will be paid by the families for services rendered at weddings and funerals. No payment will be made for any unused leave during the calendar year. One Sunday per event may be taken for paid bereavement leave; further leave may be negotiated. Sick leave will be addressed as needed.
- E. Qualifications: the person selected for this position should have skills in reading music, playing the organ and piano, and interpreting music in hymns to the mood of the hymn. Basic computer and email skills are required, as well as strong communication skills. The person is expected to be reliable, cooperative, and display qualities of enthusiasm, and leadership ability.

II. RESPONSIBILITIES

- A. To plan and prepare, after consultation with the pastor, choral and organ/piano music that is appropriate for each service of worship.

- B. To select and play appropriate organ/piano music for 10am Sunday and holiday worship services.
- C. To direct the adult vocal and bell choirs.
- D. To hold regular rehearsals weekly from September through May, and additional rehearsals when needed for services of worship and other activities.
- E. To serve as a member of the session's Worship Committee.
- F. To submit musical selections, announcements, etc. for the bulletin to the church office by the close of business each Wednesday.
- G. To organize and maintain the church's music library.
- H. To consult with the Worship Committee on annual budget requirements for the music program, and purchase music and equipment as approved.
- I. To maintain all musical instruments in good condition, assuring that pianos and organs are tuned approximately once a year or when needed.
- J. To aid in recruiting members for the adult choir.
- K. To prepare and play appropriate music for weddings, funerals, and special services as needed in consultation with the pastor.
- L. To obtain a substitute when unavailable to play the organ/piano at services of worship. Substitute will be paid at the weekly rate as determined by the worship committee.
- M. To plan Christmas and Spring musical services with the approval and consideration of the Worship Committee.
- N. To schedule special paid musicians on a quarterly basis.
- O. To coordinate special music from congregants during the summer.