



First Presbyterian Church Job Description

Position: Director of Music Ministry

Purpose: Provide leadership and coordination to the music ministry of the church

Reports to: Associate Pastor

Supervises: Guest Musicians

Essential Job Functions:

- Lead the music ministry of the church, in support of and in coordination with the Praise Band Leader, Organist and Digital Production Specialist
- Conduct and/or coordinate music for the Christian Year
- Recruit and lead Choral ensembles
- Select music for each service based on scriptures and themes supplied by Pastors; prepare ensembles as appropriate; prepare scores, order music, and maintain music library
- Arrange for guest instrumentalists and soloists for in-person and digital service.
- Provide information regarding the music program for church publications
- Prepare and manage annual music budget
- Manage maintenance of the sanctuary organ (with the organist) and pianos

Core Competencies

Personal Resilience - Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Motivating Others - Creates a climate in which people want to do their best; can motivate volunteers and members; empowers others; invites shared input and decision making; makes each person feel that her/his work is important.

Team Building - Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in her/his team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team

Reasonable Accommodation: To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Knowledge/Skill/Ability Requirements:

- Four-year college degree in music, or equivalent, is required, Master of Music preferred.
- A minimum of three years of experience as a choir director and director of music, or equivalent and transferable experience.
- Demonstrated knowledge and experience working, training, and rehearsing vocal and instrumental musicians.
- Demonstrated knowledge of diverse musical repertoire.
- Strong time management skills and self-motivated leader.
- Rooted in a mature faith in Jesus Christ.

Interpersonal Relationships: Leadership and supervision of music ministry requires supervision of volunteers, considerable communication with pastoral staff for planning of music which is compatible with and reinforces theological messages throughout the year. Communication and coordination within the Lancaster community and beyond for special event planning. Inspirational leadership of choirs is critical to effectively performing the job. Participate in staff meetings; serve as a resource for staff in music ministry matters.

Work Environment and Physical Requirements: City-based church over 275 years old. Property in the city of Lancaster; buildings 100+ years old. Exceptional Aeolian-Skinner organ and several high-quality pianos are in place. Incumbent required to physically navigate steps (throughout the church and in the sanctuary), lift and move boxes of music and supplies (up to 25 pounds). Excellent hearing is required. Direct and assist with preparation of sanctuary for music events (risers, music stands, chairs, podium, microphones).

Work Schedule: Incumbent is expected to work approximately 20 hours per week including evenings (for rehearsals). Sunday and holiday hours are required to lead weekly and special worship services. During extenuating circumstances, such as a global pandemic, temporary remote work arrangements may be established for positions with duties that can be performed at home.

Description Approved: _____, Pastor Date: _____

Description Approved: _____, Personnel Rep Date: _____

Description Acknowledged: _____, Incumbent Date: _____