

DIRECTOR OF MUSIC/ORGANIST

P-4.0000

To provide leadership, coordination, and support for a quality music program in the Church.

P-4.0101
Purpose

Accountable to the Pastor as head of staff, and to the Session through the Worship and Music Committee.

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Accountability

The Director of Music shall be responsible for the following:

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Responsibilities

1. To work with the Pastor and Worship and Music Committee in planning the music for regular and special worship services and programs, including but not limited to the selection of music for all choirs.
 - a. To advise the pastor on the suitability of hymns selected for services, and to suggest ways in which the use of music in services may be enriched.
 - b. The Director's presence at Sunday evening services is not required.
2. To serve as the organist for the above services, and to make arrangements for the participation of additional musicians in services
3. To direct the Adult Choir, and to oversee the children's choir(s), and Bell Choir(s) programs; and to accompany voice choirs on the organ or piano. (Or, to recruit volunteers to accompany.)
4. To train choirs in choral techniques, appreciation of sacred music, and leadership and participation in worship.
5. To arrange for special music and/or musicians for summer worship services, when needed, or for other occasions, when desired.
6. To be responsible for choir promotion and recruitment, and to foster harmony and communication between the choirs and the Worship and Music Committee.
7. To select and purchase materials and supplies for the choirs as provided in the church budget, and to recommend yearly figures for these items; all according to the approval procedures of the Worship and Music Committee.
8. To be responsible for the care and security of choir materials, supplies, and robes.
9. To record and report items needing attention when the organ is serviced (March and November), and to recommend when pianos should be tuned. (Organ repair needs are to be reported to the Property Committee.)

The Director of Music shall be encouraged to attend events for professional development each year. Funds for such events shall be provided by the church. Attendance at such events, including payment of costs, shall be cleared through the Worship and Music Committee.

P-4.0401
Continuing
Education

This is a part-time (exempt) salaried position. Specific hours worked outside of scheduled services, programs, and rehearsals (for planning, practice, and administrative tasks) shall be at the discretion of the Director. The Director of Music is responsible for making suitable arrangements when absent from rehearsals and/or worship services, with the consent of the Pastor, in consultation with the Worship and Music Committee. All other aspects of the position shall be consistent with the Personnel Policies of the church.

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Time

An annual performance review shall be conducted by the Personnel Committee, with input from the Worship and Music Committee. The Personnel Committee shall annually review the adequacy of compensation, with input from the Worship and Music Committee.

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Evaluation