

The Presbyterian Church of Seffner

Job Description for the position of: DIRECTOR of MUSIC

Position Summary: The Director of Music leads and oversees the music program at our church. This includes directing the traditional (11:00am) worship service choir, the hand bell choir, and (periodically) the children's chimes and children's choir.

Accountability: To the Pastor/ Head of Staff

Job Classification: Part-time salaried employee

Qualifications:

1. Musical background/knowledge in multiple music areas (instruments/voice) and training or experience in choral conducting.
2. Strong leadership and people skills.
3. Willingness to be flexible.

Responsibilities:

1. Prepare, train, direct choir and hand bell choir. Rehearse once a week for both with additional practices as deemed necessary.
2. Prepare and provide special music, from time to time, (choir anthems, solos, bell choir or other) for traditional worship service in coordination with the Pastor.
3. Organize and supervise recruitment of members of choirs and musical groups (traditional service choir, hand bell choir, children's chimes and children's choir).
4. Assist pastor with hymn selections for traditional worship services.
5. Plan and prepare for special services (e.g. Christmas Eve, Ash Wednesday, Maundy Thursday, Christmas Cantata ) in coordination with the Pastor.
6. Attend monthly staff meetings.
7. Ability to work with volunteers.

8. Ensure choir members are familiar with all congregational music for up-coming services (hymns, responses, etc.) in order for the choir to successfully lead the singing.
9. Coordinate with the contemporary worship leader for combined worship services.
10. Arrange for music ministry publicity (bulletins, newsletters, website, special programs).
11. Supervise the acquisition and maintenance of church musical library, musical instruments, choir robes, and other such equipment used by the music ministry.
12. Assist in developing and preparing music portion of budget in coordination with the Worship Committee.
13. Arrange for substitute when not able to be present to rehearse or direct as described above.
14. Work with the Worship Committee.
15. Perform other duties as may, from time to time, be determined necessary and appropriate to the position of Director of Music.

Work schedule: The Director of Music shall work each Sunday and Wednesday during scheduled Worship Service and Music Program rehearsals as well as the three special worship services (Ash Wednesday, Maundy Thursday, Christmas Eve, Christmas Cantata). This position requires additional time for special music performances as well as researching material and selecting songs that does not necessarily require the Director of Music's presence at the church.

Because the church year is cyclical, with more requirements at Easter and Christmas, work hours may be more during that time. However, at no time will the hours rise to the level of full employment. The total hours worked per week should average out to 12 hours.

Pay Schedule: Budgeted salary of \$ \_\_\_\_\_ per year.

9 April 2019