

**Title:** Director of Music

**Purpose:** To provide appropriate music for services of worship, including organ and/or piano music and to direct ensemble music. Supervise volunteer bell choirs.

**Accountability:** Accountable to the pastor as Head of Staff, and the Personnel Committee in performance reviews and employee matters.

**Responsibilities:**

Plan, prepare, and play organ and/or piano music appropriate to each service of worship including the prelude, offertory, communion (as designated by Session), postlude, and other music as required.

Lead and participate in the church's small voice ensemble in anthems which practices and performs on Sundays regularly. Pick-out a variety of music for and practice with the voice ensemble before or after services (depending on availability).

Prepare appropriate music for weddings and funerals (extra compensation). Find special music opportunities for Easter, Christmas and other special worship services.

Rehearse sufficiently for optimum performance at the instrument.

Accompany the congregation's singing of hymns.

Arrange for a substitute when not able to be present. Be responsible for scheduling routine maintenance of all music equipment, especially the pipe organ.

Supervise the volunteer bell choirs (beginner and advanced) and help their directors in picking out appropriate music and scheduling for performances.

Attend and participate in the monthly Worship Committee meeting. Meet with the pastor once a month for worship planning.

**Relationships:** The pastor as head of staff, the Personnel Committee, and the Worship Committee. Hold appropriate relationships with those congregants who volunteer in the music program and encourage the whole congregation in music ability.

**Evaluation:** Performance reviews will be conducted annually by the pastor as head of staff and the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.

**Compensation:** 15,000-18,000 based on experience.