Job Description
Director of Music / Church Organist
Minister of Music
(Not an ordained position)

Summary:

As the primary organist and choir director, the Minister of Music serves as a resource to support, foster, and coordinate the worship and spiritual life of the congregation through congregational, choral and instrumental music. As a member of the professional staff, the Minister of Music works with the clergy, staff and volunteers to plan and coordinate worship services and related activities.

The Minister of Music is responsible to the Music Committee (which reports to the Board of Deacons) for music program development, planning and management. This position reports administratively to the Senior Minister.

General Duties:

• Conduct regular weekly rehearsals for the senior choir and handbell choir from September through June.
• Provide organ music and direct choir(s) at morning Sunday services throughout the year.
• Provide organ music and musical direction for other special services throughout the year (Christmas programs, Maundy Thursday, Easter, Lenten Services, Ecumenical Thanksgiving Services Shrove Tuesday and congregational meetings).
• Serve as organist for weddings, funerals, and memorial services as requested, subject to additional compensation according to the church fee schedule for such services.
• Assist with finding substitute direction and musicians when not personally available.
• Arrange for hiring of instrumentalists or vocalists as needed and within budget
• Maintain music library and purchase new music.
• Arrange for purchase and maintenance of music supplies
• Report to appropriate committees on condition and needs for maintenance of Church musical instruments.
• Assist and support the planning of worship services. Attend regular planning meetings with ministerial staff upon reasonably given notice.
• Nurture, inspire and teach music

Qualifications:

• BA or equivalent educational with music and musical direction experience.
• Church musical experience
• Ability to read and to teach music
• Ability to lead musical groups (Choral, Bell, etc.)
• Appreciation of traditional music as well as newer forms of musical expression
• Ability to utilize and integrate various forms of music in worship services.
• Ability to nurture and motivate groups
• Good listening and “people” skills
• Skilled organist and piano player

Compensation:

Compensation will be based on the education and experience of the candidate, and the financial resources of the church. Health, vacation or pension benefits are negotiable and are a component of compensation

Revision date: March 5, 2012