

Old First Presbyterian Church

Director of Music

JOB DESCRIPTION

(rev. December 2014)

Purpose: To provide music leadership for the church by helping to create lively and vital worship of God, to direct the church choir, and to provide organ music for weekly services, occasional services, and special events. Congregational singing of hymns is one of the most important acts of prayer and praise in Worship. The Director is encouraged to support congregational singing with imagination and love.

Accountability: The Director of Music reports to the Pastor as Head of Staff. Annual performance and compensation reviews will be conducted with the participation of the Session Personnel Committee. The position of the Director of Music is subject to the Personnel Policies of the church.

Qualifications:

- a. Commitment to Jesus Christ and working knowledge of Christian theology and practice of worship
- b. Five years experience desired in church work, including choral leadership
- c. Willingness and ability to work collegially with musicians, staff and congregation
- d. Bachelor's degree in Music required

Areas of Responsibility:

I. Administrative Planning

- a. Plans and collaborates on music selection with the pastor and Worship Committee to carry out worship themes and goals
- b. Attends staff meetings and retreats and consults with pastor(s), church, and concert staff to maintain open communications. Participates in Worship Committee meetings
- c. Administers the music budget in collaboration with Worship and Personnel Committees and pastor
- d. Coordinates building use for rehearsal and concert schedule with pastor, Old First Concerts director, and church administrator
- e. Plans for and supervises organ maintenance program with Worship Committee.
- f. Supervises maintenance and inventory of church musical instruments and music library
- g. With Worship Committee, periodically reviews music program and imagines new programs or directions for Old First.

II. Choral Leadership

- a. Recruits, rehearses, and supervises the choir(s) for participation in services and concerts
- b. Trains choir members to appreciate different styles of sacred music and provide musical leadership in the life of the congregation
- c. Teaches choral technique and performance
- d. Selects and supervises section leaders, soloists, and instrumental musicians
- e. Reviews published music resources for appropriate music and texts from a range of styles, periods, and cultural backgrounds, to enhance worship services
- f. Shares in pastoral nurture of the choir and congregation
- g. Works with the pastor and Worship Committee to introduce and integrate the new hymnal, Glory to God, into the worship life of the congregation

III. Organ

- a. Maintains technical skills through regular practice
- b. Selects organ music and choral pieces to fit the liturgical calendar and adapts music for choir accompaniments
- c. Ensures that responsible usage and access to the organ is observed

IV. Music Education and Outreach

December 14, 2014

- a. Works with congregation to enhance singing in worship services. Participates in educational programs to advance congregational singing, and knowledge of sacred music and liturgy
 - b. Coordinates music for weddings, funerals, and memorial services (with right of first refusal for performance and finds replacements)
 - c. Maintains and enhances professional skills through participation in professional organizations and appropriate continuing education
- V. Carries out other duties as assigned by the Pastor/Head of Staff**

If you are interested or have questions about the position, please E-mail this address:
musicdirectorseach@oldfirst.org