

GREEN VALLEY PRESBYTERIAN CHURCH
POSITION DESCRIPTION

TITLE/POSITION: Director of Music Ministries, part-time

EFFECTIVE: February 3, 2019

PURPOSE: The Director of Music Ministries is committed to nurturing the congregation through worship music as by leading the chancel choir, the hand bell choir, and additional Guest Artists instrumentalists. He/She is expected to offer her/his best self to God by thorough preparation; ongoing efforts to develop musical skills and an understanding of the role of music in worship; and demonstration of a serious commitment to the worshipping community.

EXPERIENCE REQUIREMENTS:

This position requires a MM in Music Education or Performance and at least ten years of applicable experience.

RESPONSIBILITIES:

- Oversee all church music groups including adult choir, bell choir, children's choirs, instrumental players, etc.
- Consult with pastor in weekly planning of themes and supporting music (of all music groups, solos, etc.) for each worship service or special event.
- Communicate with the congregation through regular articles about church music in the monthly newsletter (The Vision) and the weekly bulletin.
- Select music for various combinations of choir, bell groups, soloist and instrumentalists, including different combinations in service as much as possible. Coordinate rehearsals of these combinations.
- Develop, coordinate and maintain a yearly budget in conjunction with the Worship and Music Committee chair for all music, sound equipment training opportunities and instrument maintenance.

- Order music for all choirs, bell groups, solos and ensembles – coordinating with the Office Manager.
- Develop recruitment ad publicity information (in coordination with the Membership & Outreach Chair) for all choirs, bell groups, other instrumentalists and soloists.
- Manage and publicize the Concert series
- Serve as a resource person for, and member of, the Worship and Music Committee, regularly attending their meetings (currently scheduled for the 2nd Tuesday of each month at 6:30 p.m.).
- Attend church music workshops/seminars to keep current with new sacred music and trends that relate to our congregation.
- Listen to Sunday recordings for both services, select music selections, scripture reading and sermon to include to website for further editing by webmaster.
- Serve as pianist for the Saturday evening 5:30pm Worship Service. The chancel choir president will schedule cantors for that service, and Director of Music will select their repertoire and run rehearsals for the service.
- Recruit and Hire the Resident Artist Baritone and Tenor positions annually.

RELATIONSHIPS:

Relates to the Pastor, church office staff and all music staff (to include the Children's Choir Director and the Worship and Music Committee). Relates to all choir and bell groups in the performance of his/her responsibilities, the sound system technicians, and to the Organist/Pianist. Also relates to Sessions members who coordinate with music activities. Is ultimately responsible to the Pastor and the Session through the Personnel Committee.

EVALUATION:

After initial hire, there will be a 90-day probationary period. At the end of that time, a performance review will be held by the Personnel Committee along with the Pastor and the Chair of the Worship and Music Committee. Thereafter, performance reviews will be conducted annually or as deemed necessary by the Pastor as Head of Staff. The Personnel Committee will review the adequacy of compensation annually.