



## Music Director Position Description

### Job Description:

This is a salaried, part time position that is responsible for the overall music program of the church, initiating programs, arranging for rehearsals, special music, etc. The music director also provides piano or organ accompaniment for the songs sung. He or she works closely and cooperatively with the pastor in planning music appropriate to the church's liturgy and to the service. Music for Sunday morning worship services and other special events is discussed and coordinated with the pastor prior to rehearsals. The music director works under the supervision of the pastor in conjunction with the Worship Committee.

### Duties and Responsibilities:

- The music director plans the music and provides the accompaniment for Sunday morning worship services, in coordination with the pastor, arranges for choir or other rehearsals, solos, special music, etc., and directs the choir on a regularly scheduled basis.
- The music director is responsible for the music for the regularly scheduled special services, such as Ash Wednesday, Maundy Thursday and Christmas Eve, and for special events such as the installation service for a pastor, etc.
- For unscheduled special services for which he/she is asked to provide music the music director may negotiate a special fee with the parties involved. This also includes weddings, funerals, memorial services, and other private functions held at the church.
- The music director orders supplies related to the church music program as necessary. Unusual or extraordinary materials requests are cleared with the Worship Committee and through the Session if necessary.
- The music director is responsible for staying within budgeted funds for the music program and shall not exceed such funds without Session approval.
- Other special reports may be requested on occasion such as anticipated expenditures.
- Other duties as may be assigned.

### Desired Education and Training:

- Bachelors degree in music or related field
- Two years of experience at directing a church choir
- Demonstrated ability to lead, direct, and inspire others and a strong spirit of cooperation.