

## **JOB DESCRIPTION**

### **MINISTER OF MUSIC**

#### **(DIRECTOR OF MUSIC/CHURCH ORGANIST)**

**(Last updated: July 16, 2019)**

#### **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 Director will share his/her talents and will also seek out and encourage talent from members of the congregation, including youth, and will think creatively about music programs and activities to enhance the worship experience.

#### **General Duties:**

- Provide organ music and direct choir(s) at morning Sunday services throughout the year.
- Provide organ music and musical direction for special services throughout the year (Christmas programs, Christmas Eve, Ash Wednesday, Maundy Thursday, Easter, and Ecumenical Thanksgiving Services in rotation with the participating churches).
- Conduct regular weekly rehearsals for the adult choir September through June.
- Serve as organist for weddings, funerals, and memorial services as requested.
- Assist with finding substitute direction and musicians when not personally available.
- Maintain music library and purchase new music within budget allowances.
- Arrange for maintenance of church organ and piano on a regular basis and report to Music Committee regarding their condition.
- Assist and support the planning of worship services. Attend regular planning meetings with Music Committee and/or ministerial staff.
- Assist and guide the young people in the congregation to share and nurture their musical gifts and abilities.

#### **Qualifications:**

- Accomplished musician with the ability to play the organ and piano and direct the all volunteer adult choir.
- Ability and availability to lead musical groups, whether vocal or instrumental.
- Ability and availability to utilize and integrate various forms and styles of music in worship services.
- Ability to nurture and motivate groups.
- Good listening and “people” skills.

## **Specific Duties:**

### **1. Planning for Services**

- a. Select music to coincide with the liturgical calendar and, as much as possible, enhance special services (baptism, confirmation, mother's day, etc.).
- b. Cooperate with the Pastor with regard to planning of worship services.
- c. Set the tone for worship with instrumental/choral or solo pieces on the organ or piano during the prelude, offertory and postlude.
- d. Play the hymns and/or congregational music responses as selected by the Pastor.
- e. Provide titles of musical selections for worship to the Pastor no later than Monday of each week to be included in the bulletin.
- f. Special Services: Ecumenical Service is usually planned for the Sunday before Thanksgiving. Services are held at the participating churches on a rotating basis. When the service is scheduled at the Gilead Church, the Minister of Music will have responsibility for coordinating a combined choir, selecting combined choir music and informing the participating churches of the rehearsal schedules.

### **2. Choir and Rehearsals**

- a. Set the calendar of rehearsals for the adult choir (usually begin the second or third week of September and end in mid-June).
- b. Select music for the choirs to coincide with the liturgical calendar.
- c. Plan music and rehearsals enough in advance to allow for adequate choir preparation.
- d. Choir music will typically consist of Anthem and Offertory, but may also include music in other appropriate place in the worship service.

### **3. Youth Programs**

- a. Plan and promote music programs for children and youth and encourage participation in these programs.
- b. Lead or select and oversee a music coordinator for children and youth programs in conjunction with the Sunday School program.
- c. Work with and advise Liturgical Dance or any other group with regard to appropriate music.
- d. Be willing and available to work with instrumental groups, choral groups or soloists.

### **4. Maintenance/Supplies/Budget**

- a. Oversee the music budget and provide a budget recommendation each fiscal year to the Music Committee and Deacons.

- b. Order new choral music and supplies according to the available budget and submit bills to the church Treasurer for payment.
- c. Organ and piano music purchases are the individual responsibility of the Director and remain the personal property of the Director.
- d. Arrange for the church organ and piano to be tuned on a regular basis (Usually before Thanksgiving and Easter).

**5. Music Library**

- a. Maintain the music in an orderly fashion in the filing cabinets provided in the Music Room.
- b. Make recommendations for proper maintenance of the library as needed.

**6. Salary/Benefits/Vacation**

- a. The position includes five (5) weeks of personal time off per year. The Director should alert the Pastor when he/she will be away and obtain a substitute musician. The Treasurer should also be alerted in advance to ensure prompt payment of substitutes.
- b. The salary of the Director will be reviewed annually and an evaluation and review will be conducted every other year by the Music Committee

**7. Weddings/Funerals/Memorial Services**

- a. The Director should be available for weddings and funerals and work with the Pastor when these events are scheduled.
- b. When the Director is not available, he/she should arrange for a substitute.
- c. The salary for the Director does not include weddings and funerals. Fees for these services are set by the Director in consultation with the Pastor.

**8. Communication**

- a. The Director will communicate regularly with the Pastor and Music Committee about their work. The Director is responsible to the Music Committee (which reports to the Board of Deacons) for music program development, planning and management. The Director reports administratively to the Pastor.
- b. The Music Committee and Pastor will work closely with the Director of Music to address any opportunities or challenges that he/she finds.