

**Title:** Director of Music Ministries (DMM)

**Purpose:** To engage the church in following Jesus Christ through the ministry of music by providing meaningful ways for people, regardless of age or musical ability, to worship and learn more about the theological and cultural significance of music in a variety of forms.

**Job Description:** This position plans and coordinates the entire music program for St Andrew, coordinating with other musicians and music groups. The Director of Music will direct the choir(s) and provide organ and piano music for worship services and other events when required or deemed appropriate.

**Accountability:** This position reports to the Pastor/Head of Staff. Worship music final selections are the decision of the pastor as provided by the Book of Order.

### **Duties & Responsibilities:**

1. To collaborate with the pastor (and other church musicians) on the music for the regular worship services, special services, and church events, included choosing the hymns for the services and events, as requested.
2. Coordinate organ and piano music selection in keeping with the church year and the overall music program as planned with the pastoral staff and all other music group leaders.
3. Play the organ and/or piano for worship.
4. Support the musical contributions of other leaders and groups, paid or unpaid.
5. Direct the adult choir(s) during worship, rehearsals, and special services, including but not limited to vocal and instrumental choirs, special musicians for worship, and soloists, and paid musicians as appropriate.
6. Develop opportunities to serve in the music ministry through a variety of offerings such as: praise groups, St. Andrew Ringers, children's choir, and youth choir.
7. Direct the music program for Vacation Bible School including providing or using VBS curriculum-provided music selections.
8. To prepare adequately for the services and special events, attending weekly practices and rehearsals for upcoming events, including personal rehearsal.
9. Provide schedules of rehearsals and Sunday worship leadership for all musical groups.
10. To oversee the selection and purchase of music for choral, bells, and instrumental music and maintain the music library.
11. To supervise and maintain the church musical instruments and choir robes. Arrange for tuning of the pianos at least two times a year. Arrange the regular cleaning of choir robes.
12. Comply with copyright license provisions, overseeing the reporting of musical rehearsal and performance. Maintain records/documentation of compliance in coordination with the Office Manager and Communications Director.
13. Oversee the purchase of and maintenance copyright permission for all music. Educate the Worship Committee, staff as needed regarding the licensing requirements and obligations and the differences between the licenses used by the church.

14. Document weekly music played at services in the church music library.
15. Play for weddings as requested by members or provide a list of approved musicians for the couple to interview.
16. Play for funerals. The DMM may under special circumstances provide a list of approved musicians if unable to play for a church member's funeral. The pastor, when consulting with the family of the deceased, will seek to coordinate calendars such that the DMM may be present.
17. The DMM may participate in worship leadership in roles other than musical as coordinated with the pastor.
18. Maintain a list of approved substitute organists and pianists. Obtain a substitute for vacations in a timely manner. Support the hiring of a substitute if sick in a timely manner.
19. Assist in preparing an annual budget proposal in support of the music ministry to be included with the Worship Committee, including maintenance of musical instruments, choir robes, additional costs for special musicians, cost of licenses, and cost of new music or instruments.
20. Encourage SAPC to participate in music conferences and participate as coordinated with Session and Worship Committee.
21. Provide written or verbal report monthly to the Session.
22. Other duties as assigned by the pastor in coordination with the Session.

#### Qualifications:

**Experience:** The DMM will have at least five (5) years of experience in providing church music, both instrumental and vocal/choral. Commitment to and knowledge of the reformed theology and the PC (USA) is required.

**Education:** Masters  Bachelors  Associates  High School

A degree in music or music education is required. Additional training in sacred music and/or theology is a plus.

#### Specific Skills:

1. Thorough knowledge of sacred music.
2. Ability to play the organ and piano.
3. Ability to direct choral groups.
4. Ability to work with musicians of all ages: children, youth and adults.

**Work Hours:** Sunday morning worship, weekly practice, weekly meetings with the pastor, coordination with the other music groups in the church, the week of Vacation Bible School, special services or events. Christmas Eve, Christmas Day (especially when it falls on Sunday), Ash Wednesday, services during the week of Palm Sunday through Easter Sunday, including additional worship services on Easter, are required.

**Compensation:** Salary of \$22,000 per year plus four (4) weeks of paid vacation annually. There will be an annual compensation review. The DMM is eligible to receive up to \$1,500 for continuing education, including organ lessons. The DMM will receive the first offer to provide music for weddings, and be compensated by the wedding party per the approved wedding policy.

Compensation for participation in conferences with the SAPC members may be negotiated annually.

## Disclaimer:

I acknowledge the receipt of my job description and understand the responsibilities, duties, and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

As an employee, I know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that my employment is terminable at any time as the will of either the church or myself.

The statements included in this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as required.

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Employee name (printed)

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Employee signature

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Date

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Supervisor name (printed)

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Supervisor signature

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Date