

**Position Title:** Music Director

**Purpose:** To lead the church music program, provide appropriate music for weekly worship service and special church events, and to coordinate the total music program, in consultation with the Pastor.

**Accountability:** To the Pastor, as Head of Staff, and to the Session through its Committee on Worship and Music.

**Responsibilities:**

1. To plan, prepare and direct music appropriate for each service of worship, including Lent and Advent services and special events including concerts..
2. To consult with the Pastor and Organist regarding themes for worship service, special programs and selection of hymns and choral music.
3. To schedule and direct all church choirs, including adult and youth vocal, handbell and choir chimes, in the rehearsal and presentation of selected music.
4. To train choirs in choral techniques and appreciation of sacred music.
5. To organize and supervise recruitment of members for all choirs.
6. To maintain the music library for the church.
7. To supervise maintenance and inventory of the church's musical instruments, handbells, choir chimes and choir robes.
8. To arrange for a competent substitute when not present.
9. To rehearse sufficiently for optimum performance.
10. To hire and rehearse with guest musicians and singers for worship services.
11. To maintain and honor the confidential nature of the church's relationship to the congregation, to others who use the church facility and to those who seek the church's services.
12. To perform other duties as directed.

**Specific Skills or Knowledge Requirements:**

- Knowledge of classical and contemporary sacred music;
- Interpersonal skills, including the ability to work with volunteers of all ages.

**Relationships:**

Relates to the Pastor as Head of Staff and worship leader, the Worship and Music Committee, choir members and other musicians in the performance of responsibilities.

**Evaluation:**

Annual performance review by the Pastor and the Personnel Committee. Annual compensation review by the Personnel Committee.