

Director of Music Position Description
First Presbyterian Church of Avenel

General Statement of Duties:

Under the supervision of the Pastor as Head of Staff, the Director of Music provides a Christ-centered spiritual foundation using their musical talents in contemporary and traditional style to help and encourage the congregation encounter God. The music director must have the ability to relate with patience and flexibility when dealing with non-professional choir members of different talents and different ages. The Director will accompany the choir and congregation on the organ (not required) and piano (required) and supervise maintenance on the instruments.

Duties and Responsibilities:

1. Provides and coordinates worship service music appropriate to the season for all Sunday worship services in a variety of styles. (Christmas Choral Service during Advent)
2. Seeks out people with musical gifts (vocal and/or instrumental) and encourages them to participate in the musical program.
3. The Director of Music will participate in 6 additional services throughout the year. (2 for Christmas Eve, Ash Wednesday, Maundy Thursday, Easter Son Rise Service and 1 other if needed.)
4. Directs Chancel Choir (adults; weekly rehearsals 45 to 75 minutes) and Carol Choir (2nd through 5th grades; 30 minutes).
5. Coordinates scheduling of choirs and/or special music for worship services.
6. Schedules soloists, duets, etc. during the summer months when the choirs are off. Encourage participation of musical talent within the congregation.
7. Attends staff meetings and serves as a member of the Worship Committee and attends the monthly meeting.
8. Meets with Pastor to discuss musical concerns on a regular basis.
9. Coordinates music for all Worship Services and arrives ½ hour before the service.
10. Oversees filing and general organization of the music library and is familiar with the inventory.
11. Orders and purchases new music within budget guidelines.
12. Notifies Worship Committee in advance for substitute coverage from an approved substitute list during vacations and absences. In the event of an emergency, the chairperson of the Worship Committee will make the arrangements.
13. Maintain a contact list of all choir members and substitutes.

Accountability:

The DM is accountable to the Pastor, as Head of Staff, and to the Church Session. The Personnel Committee is an arm of the Church Session, and is where requests for vacations, salary/benefits changes, and other personnel needs are discussed.

Evaluation:

The Pastor and the church Personnel Committee will conduct an annual performance review.

Benefits:

1. The Director of Music shall have four weeks paid vacation/sick days. (4 Rehearsals and 4 Worship Services)
2. The following fees shall be paid for special occasion:
 - Weddings- \$150.00 - This includes one-half hour of the Director of Music's time at the Wedding rehearsal. \$25.00 extra will be paid if an additional rehearsal is required for a soloist.
 - Funerals: \$150.00.

