

Position Description

Music Director

Title: Music Director

Purpose: To provide musical leadership during services of worship.

To lead the chancel choir in providing appropriate choral music during services of worship.

To lead the bell choir in providing appropriate instrumental music during selected services of worship.

To participate in the coordination of the music program as arranged by the pastor(s) and in cooperation with other church choir directors.

Accountability: Accountable to the pastor(s) as head-of-staff

Responsibilities:

1. To plan, prepare and lead music appropriate to each service of worship (i.e., hymns, anthems, special music).
2. To consult regularly with the pastor(s) regarding:
 - a) The selection of the music for the chancel choir, and any additional musical pieces (i.e., performances by visiting musicians)
 - b) The theme of each worship service, special programs and selection of hymns.
3. To attend regular (i.e., at least quarterly) meetings with the pastor(s) and other choir leaders to plan, coordinate and schedule music for worship
4. To direct chancel choir and accompanist in rehearsal and presentation of selected music.
5. To direct chancel choir in choral techniques, appreciation of sacred music, and leadership and participation in worship
6. To direct the bell choir in instrumental techniques, care and maintenance of bells, appreciation of sacred music, and leadership and participation in worship

7. To direct bell choir in rehearsal and presentation of selected music
8. To prepare appropriate music for special services
9. To organize and maintain the music library for the church
10. To arrange substitute choir leadership when not able to be present
11. To evaluate and select music for acquisition and performance
12. To encourage choir members to participate in combined church choirs formed for ecumenical services of worship
13. To coordinate special music for summer worship services (when adult choir is not singing)
14. In consultation with the Session's Worship Elder, to arrange for the tuning and maintenance of the Church's pianos, organ and bell set
15. To participate, where possible, in the life of the congregation, and to assist in recruitment of chancel choir and bell choir members
16. To provide worship music information to the church secretary at least one week before scheduled performance date

Relationships: The Music Director relates to the pastor(s), as head of staff, the Organist, the Youth Choir Director, and the members of the chancel and bell choirs in the performance of his/her duties

Evaluation: Performance reviews will be conducted annually by the pastor(s) and the Session's Personnel Committee. The Session's Personnel Committee will annually review the adequacy of compensation