

## **Director of Music Position Description - Forest Grove Presbyterian Church**

**12 hours per week**

Location: 1856 Forest Grove Rd., Furlong, PA 18925 (located 5 miles south of Doylestown)

Send all inquiries to: donnajencks@gmail.com

To be successful in this position, the Director of Music should possess the following abilities:

- have proficient keyboard skills on the piano and/or organ
- be a team player, working collaboratively by sharing and listening to the ideas of others
- be able to work with and respect all age groups
- think creatively, even “outside the box” with regard to the music program and worship of the church
- make use of a variety of musical styles that will balance both the tastes of the congregation and gently expand music boundaries
- support the pastor, recognizing that the pastor has primary responsibility for the worship service
- be flexible including patience and tolerance with late-date changes
- be self-sufficient
- take advantage of continuing education opportunities that will benefit the music program of the church
- create professional goals with the help of the personnel committee

The Director of Music responsibilities:

### **Administration**

-Select appropriate music from a variety of musical styles for anthems and other offerings for all choirs to coordinate with the Pastor’s sermons, lectionary or church season/special event.

-Coordinate the participation of choirs in regularly scheduled worship services and special services including the development of music schedules and communicating the schedules with the Pastor and choir members.

-prepare recommendations for the annual budget for all music-related areas and to operate within that budget.

-Oversee the purchase of new music within the approved budget limits.

-Maintain regular and open communication with the Pastor, Chair of Worship and Music, Personnel Committees and other church staff.

-Participate in Worship and Music committee meetings (usually monthly) in-person or on zoom.

-Maintain all church instruments by arranging for tuning and repair as needed.

**Choir Director**

- Recruit, train and direct members of the vocal and hand bell choirs.
- Conduct rehearsals to prepare the choir for their musical offerings during the worship service.
- Lead choirs during special worship services such as Christmas Eve, Ash Wednesday, Maundy Thursday, and others as scheduled by the Worship and Music Committee.

**Accompanist**

- Provide accompaniment with piano and/or organ for hymns and other musical selections for all regularly scheduled and special worship services and church programs.
- Play for funerals and weddings.
- Provide for substitutes when unavailable for services.

**Additional Responsibilities**

- Any other related responsibilities are determined by the Worship and Music Committee, Session, Personnel Committee, and the Pastor.

**Continuing Education**

- Participate in continuing education appropriate to this position with the approval of the Worship and Music Committee.

**Compensation**

\$15,000 for approximately 12 hours per week

**Vacation/Sick Leave**

4 weeks not to exceed 4 Sundays