

TRINITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION
Summer, 2018

Position: Music Director, Part Time (10-12 hours per week)

Reports To: Pastor/Head of Staff

Summary of Position: The Music Director will direct and coordinate the music program of Trinity Presbyterian Church with the goals of offering opportunities for people in the congregation and guests of all ages to develop and share their musical talents, and providing for a full expression of faith through a variety of styles of music.

Working Relationships:

Work in close cooperation with the Pastor/Head of Staff. Oversee the work of the Organist and work closely with all staff and members of the Church as related to the music program.

Responsibilities:

1. Leading and directing the Sanctuary Choir.
2. Identifying the musical talents of people in the congregation and guests of all ages to develop and use them to the maximum degree feasible and participating in congregational activities as appropriate.
3. Supervising and coordinating with the Organist, volunteer assistants, and participants in implementing the music program.
4. Communicating and coordinating weekly with the Senior Pastor in order to maintain a cohesive worship service.
5. Planning special musical services and programs as needed by the church, including Christmas Eve, Maundy Thursday or other services in conjunction with the Pastor.
6. Assuring that musicians are available when required for memorial services, funerals, weddings etc.
7. Bringing in guest artists to highlight the musical gifts of our community.
8. Leading Thursday night Sanctuary Choir rehearsal.
9. Directing the Sanctuary Bell Choir, including identifying and training new members.
10. Attending monthly Worship Ministry meeting as needed or when requested and coordinating with the Chair of the Worship Ministry for budgeting, spending, planning and publicity.
11. Attending staff meetings as scheduled.

12. Recruiting and supervising section leaders (as funds are available for the section leaders through the grant process).

Evaluations: Performance review will be conducted after an initial 4 month probationary period and annually thereafter. Reviews will be conducted by the Pastor, a member of Personnel and the Chair of Worship. Personnel Committee will annually review the adequacy of compensation and discuss with employee.

Preferred Education Requirements:

Bachelor's Degree in Music, Church Music Choral Conducting emphasis.
Minimum of 2 years of experience working with adult singers. Past position as Choir Director may be a substitute for degree requirement. Letters of Recommendation.