

Seigle Avenue Presbyterian Church

Job Title:	PT Minister of Music
Reports to:	Pastor
Pay:	Contracted Employee
Salary:	Commensurate with skill and experience

Job Summary

The Minister of Music leads the congregation in worship through music. This leadership is expected in traditional worship services and in other parish activities (fellowship events, study groups, retreats, community services). The Minister of Music incorporates diverse styles into worship, including traditional and contemporary hymns, gospel music, and multi-cultural music. The Minister of Music has the skills to plan effective worship, to perform, to teach, and to encourage many congregation members to share their music gifts. The Minister of Music is a part-time position of 8- 10 hours per week. It is important for the Minister of Music to engage him or herself into the life of the congregation and be willing to fellowship with the church after worship and at special events. The Minister of Music must be secure in his/her abilities and accountabilities as well as maintain clear and healthy boundaries and professional relationships within the congregation.

Essential Job Duties

1.1. Spiritual Expectations

The minister of Music must demonstrate belief in and love for Jesus Christ and the people of God. There should be evidence that he/she is called and consecrate (set apart) for the glory of God, to enable God's people to worship God in Spirit and in Truth. The minister of music must be able to work with all types of people, regardless of age, race, gender or sexual orientation. He/She must study and be obedient to the word of God, have great abilities, Great Spirit and plenty of perseverance. Attendance at worship and Bible Study are considered a requirement of employment.

1.2 Planning

- 1.2.1 Work with pastor and Worship/Education Team to select, prepare and rehearse liturgical music, hymns, and related music for Sunday services.
- 1.2.2. The ability to develop an annual budget for music programs as authorized by the Session.
- 1.2.3. Develop and lead children and youth choir by conducting rehearsals after Sunday worship service and 1 youth performance per month.
- 1.2.4. Develop and maintain a comfortable choral rehearsal space including: adequate numbers of hymnbooks, sheet music, and chairs.
- 1.2.5. Be knowledgeable in and make use of a wide range of sources for worship music, including all Presbyterian hymnals.
- 1.2.6. Coordinate publishers' permissions for the use of copyrighted materials.
- 1.2.7. Attend weekly staff meeting as deemed necessary by the pastor.
- 1.2.8. Attend Worship/Education Team meetings as requested by chair or pastor.
- 1.2.9. Foster and develop gifted congregants to form an adult choir.

1.3. Worship Music Leadership

- 1.3.1 Recruit and develop an adult choir. Develop soloists, instrumentalists, youth, and junior and ad hoc choral groups.
- 1.3.2. Rehearse choral groups, instrumentalists, and soloists (weekly for the choirs, as needed for other groups).

- 1.3.3. Develop musical and spiritual growth in choirs and congregation.
- 1.3.4. Develop congregational participation in church music through hymns, other congregationally oriented music and liturgical music. Broaden the congregation's repertoire and increase its enthusiasm.
- 1.3.5. Recruit choral or instrumental performers to enhance worship music as appropriate.
- 1.3.6 Co-ordinate musical leadership for vacations and when not able to fulfill duties.
- 1.3.7 Lead musical participation in community ecumenical services and festivals.
- 1.3.8 Lead involvement in joint musical programs with other churches.
- 1.3.9 The ability to set short and long term goals for the music ministry.

1.4 Pianist/Sound/Media (PowerPoint)

- 1.4.1 The ability to play service music for worship service.
- 1.4.2 Prepare and accompany all choirs for all Sunday worship services and selected weekday services.
- 1.4.3 Provide musical services for weddings and funerals upon request. Additional compensation will be granted
- 1.4.4. Provide detailed reports concerning maintenance of church instruments.
- 1.4.5. Be able to follow the vision of the church.
- 1.4.5 Find replacement and substitute pianist when unable to fulfill duties.
- 1.4.6 Be responsible for routine care and tuning of the pianos.

1.5 Education and Experience

- 1.5.1 Must show ability to play piano or keyboard skillfully.
- 1.5.2 Must be able to read music and/or play by ear.
- 1.5.3 Must be able to read and play hymns.
- 1.5.4 Must have knowledge of music theory and be able to teach at least 4 vocal parts.

- 1.5.5 Must have knowledge of the church denomination and church music.
- 1.5.6 Must have the ability to work well with others, especially the pastor.
- 1.5.7 Must provide 3 letters of recommendation: two from previous churches served if applicable and 1 from present employer.