



FIRST PRESBYTERIAN CHURCH

112 S Salisbury St., Raleigh, NC 27601

www.fpcraleigh.org

(919) 821.5750

TO APPLY:

Email - MargaretBPeacock@gmail.com

JOB DESCRIPTION

First Presbyterian Church – Raleigh, NC

JOB TITLE: Director of Music **CONCURRENCE:** _____

SUPERVISOR: Senior Pastor / Head of Staff **CONCURRENCE:** _____

JOB CLASSIFICATION:

Paid	<u> X </u>	Volunteer	_____
Exempt	<u> X </u>	Non-Exempt	_____
Full-Time	<u> X </u>	Part-Time	_____

DATE: 5/23/2019

JOB SUMMARY:

The Director of Music provides spiritual leadership to the congregation through the administration and coordination of the Church’s music ministry. This includes, but is not limited to:

- Ensuring an appropriate and high quality level of music worthy of being included in worship for all regularly scheduled 8:30 and 11:00 a.m. worship services and in any other services scheduled by the Session,
- Using the congregation’s musical gifts as a means of and aid to worship,
- Leading the congregation to minister to each other through music,
- Encouraging the fellowship of individuals and groups who share an appreciation of music, and
- Fostering musical talents and expression among all age groups within the congregation.

When in our music God is glorified,
and adoration leaves no room for pride,
it is as though the whole creation cried,
Hallelujah!

-- Fred Pratt Green

JOB QUALIFICATIONS:

Education and Experience:

- Preferred Master’s degree in sacred music, conducting choral and/or instrumental music, music education or related field or an equivalent education and experience.
- Preferred three or more years experience working with choral and instrumental groups, preference given to those directing church music programs.

Knowledge, Skills, and Abilities

- Demonstrated excellence in choral and orchestral conducting, rehearsal technique, and selection of appropriate music required.
- Ability to plan, coordinate, and administer an integrated and comprehensive music program for children, youth and adults in a large church.
- A thorough understanding of the breadth of sacred music, from classical to modern-day composers and arrangers.
- Experience in recruiting choral and instrumental church musicians and music program volunteers.
- Appreciation of the faith and practices of worship in the Reformed tradition.
- Ability to work collegially with staff, church leaders, music volunteers, and congregation.
- Piano skills desirable.

Personal Attributes

- Firm personal commitment to Jesus Christ as Lord and Savior with a sense of calling to lead and help church members make music to glorify God.
- Enjoys people, music, and worship and shares that joy with choir members and congregation.
- Models an attitude of welcome and concern, fostering supportive and caring relationships among current and former participants in the music ministry.
- Flexibility in working with other members of the staff and the congregation.

PRINCIPAL RESPONSIBILITIES / ESSENTIAL FUNCTIONS

- 1) Lead a comprehensive, integrated music program for children, youth, and adults. Provide direction, leadership and supervision for the overall music ministry of FPC, conducting selected ensembles from among the following:
 - a) Chancel Choir (adults)
 - b) Handbell Choir (adults)
 - c) Chapel Choir (youth)
 - d) Children's Choir
 - e) Vacation Bible School
 - f) Other music activities (e.g. Chancel Choir Annual Retreats, organize congregational hymn sings, host concerts, youth musicals, workshops).

- 2) Recruit, equip and encourage church members to be a part of the music ministry.

- 3) Actively explore and implement ways to expand and build the music program and increase participation in activities such as:
 - a) Organize congregational hymn sings, Chancel Choir retreats, small ensembles, - instrumental and choral, workshops, secular singing opportunities, concert series, etc.
 - b) Create and develop other music ensembles for children and youth (e.g., Fun Singing, learning hymns, small ensembles – instrumental and choral, youth handbells, youth and adult instrumental and choral ensembles, children's choirs according to age groupings - pre-school children, K-2 children, and 3-5 grade children choirs), teach children's tone chimes and Orff ensembles, and musicals).

- 4) Develop and nurture music education at the Child Development Center.

- 5) Collaborate with the pastoral staff, support staff, and other music ministry staff to ensure an appropriate and high quality level of music worthy of being included in worship for all regularly scheduled 8:30 and 11:00 a.m. worship services, Wednesday mid-day service and in any other services scheduled by the Session.
- 6) Participate in regularly scheduled staff meetings as a member and colleague in order to make the music program an integral part of the planning of the overall worship experience.
- 7) Review and evaluate music resources, including new compositions and editions, investigate adapting new worship styles into our current worship life, and devote appropriate time to plan rehearsals, individual practice, score preparation, and choral/orchestral conducting and technique.
- 8) Supervise all music ministry staff and volunteers to ensure that the Choirs are effectively functioning to support the overall music ministry of the Church, including staff meetings on a regularly scheduled basis.
- 9) Establish summer music program opportunities for church members (e.g., music camp at FPC, Montreat Music and Worship Conference, choir members attend Montreat Music and Worship Conference, more year-around choir, small ensembles).
- 10) Create and publish a six-month rolling master music schedule for all programs on a quarterly basis.
- 11) Collaborate with the Worship, Music & Communion Committee of the Church in development and administration of an annual budget that supports the program.
 - a) Participate in the church budgeting process on an annual basis by providing specific budgetary input to Music and Worship Committee that supports a comprehensive music program.
 - b) Administer the music budget.
 - c) Authorize and ensure prompt payment for musician services, music purchases and other related services for the music program.
- 12) Cultivate a spirit of caring among music program participants, current and former.
- 13) Collaborate with other staff to recruit and train children for acolyte services, schedule and supervise them as they serve.
- 14) Seek opportunities for events with community churches, such as Easter Sunrise services, hymn festivals, joint choir events.
- 15) Maintain subscription to allow copyright waiver coverage to allow copying of music for church use.
- 16) Actively engage in professional development. Participate in local and denomination musical organizations, attend Montreat Music and Worship conference, and encourage attendance by other members.
- 17) Procure instrumental accompaniment and vocal soloists on an as needed basis, to include an organist and/or pianist, for all services of worship (e.g., Sunday services, special services, weddings as requested by the wedding party, funerals as requested by the family), and conduct rehearsals on a schedule that supports music worthy of being included in worship.

- 18) Direct professional orchestra, instrumentalists, and amateur musicians to accompany Chancel Choir (e.g., Easter, Christmas, special anthems, special events).
- 19) Create and maintain a roster of members with musical gifts who are interested in contributing to worship services and church school settings.
- 20) Coordinate appropriate preventive and repair maintenance on Church-owned instruments and musical equipment.
- 21) Coordinate and approve the use of Church-owned instruments for special musical presentations and recitals.
- 22) Supervise the maintenance and expansion of the Church's music library and spaces dedicated to the music ministry of the Church, including the purchase of all necessary music and music supplies.
- 23) Perform other duties as may be assigned by the Sr. Pastor/Head of Staff.

COMPENSATION:

Salary Range: \$55,000 to \$61,100

Benefits: Benefits will be provided

ABOUT FIRST PRESBYTERIAN CHURCH:

First Presbyterian Church, Raleigh NC was established in 1816 as a church on one of the four corners around the Capitol Building for the State of North Carolina. Thus, it has always been in the very heart of this growing, evolving city. Our mission statement "Serving Christ from the heart of the city to the ends of the earth with faith, love and action," reminds us that we exist in a particular location, with particular work to do. Our vision is to be faithful to that calling and to be guided by a devotion to the way of Jesus in every dimension of our life together. In worship and in the classroom, we seek to be formed and reformed as disciples of Jesus. With a 1200 membership drawn from a wide geographical area, we work hard to build community. And with our unique location in the middle of a bustling city, we live with a daily commitment to be attentive to the needs and hungers around us.