DIRECTOR OF MUSIC MINISTRIES
Job Description

Responsibilities: The Director of Music Ministries develops and leads the Christian music program of the church in blended worship services. The position responsibilities include the following:

A. Coordinating the entire music program of the church, including the adult choir, children's and youth choirs, and any other musical ensembles.
   - Developing, promoting and giving direction to a praise band/group
   - Providing music for weddings and funerals or other services as requested

B. Planning the church music program in cooperation with the head of staff and communicating the plan to the appropriate committees or individuals.

C. Directing and accompanying all church music, to include:
   - Arranging all rehearsals
   - Planning music performances to include special seasonal music
   - Meeting regularly with head of staff to ensure music enhances blended worship
   - Providing consultation, guidance and support to the Fine Arts Academy when requested

D. Developing the annual music budget in conjunction with the Worship Committee
E. Coordinating the expenses of the entire music program throughout the year so that the music program operates within the planned budget
F. Ordering music and ensuring that the music library is maintained
G. Hiring musicians for unforeseen absences and special programs
H. Ensuring that a variety of instruments are utilized during worship
I. Abiding by the decision of the Worship Committee and head of staff regarding the appropriateness of any music for worship
J. The director of music ministries is encouraged to spend a week each year in continuing education, such as the Montreat Worship and Music Conference, for which all expenses will be paid, subject to the approval of the Worship Committee
K. Providing staff resources to Worship Team so that the music functions as part of worship as a whole
L. Assisting pastor in new member meetings to provide knowledge of music opportunities within the church

Qualifications: The Director of music ministries will have sufficient training and experience in church vocal music to be able to lead and develop talent in volunteer choirs. This person will be a person of faith, who believes that God is to be praised by the music of the church. A familiarity with Presbyterian worship is an asset. The director of music ministries must possess the characteristics and qualities necessary for working harmoniously with a volunteer choir, as well as with the head of staff, and other church staff.

This person should have a background in church music with a minimum of 1-3 years experience directing an adult choir. A bachelor's degree in music is preferred or equivalent education experience.

Hours of Employment: This is a part-time position, expected to spend sufficient time on these duties to see that God is praised by music which reflects the best effort of this congregation.

Vacation: For the first year of employment vacation is earned at the rate of one half day per month until the end of that calendar year of employment. Beginning on January first after the year of hire, vacation is earned at the rate of two weeks per year. Beginning on January first of the fifth calendar year of employment, vacation is earned at the rate of three weeks per year, which is the maximum vacation per year. The vacation time must be approved by the head of staff. The director of music ministries will be responsible for making alternative arrangements for missed worship services.
Compensation: A yearly salary is provided. There is no retirement or transportation allowance.

Performance Evaluation: The responsibilities and performance of the director of music ministries will be reviewed annually by the Personnel Team, with input from the Head of Staff and Worship Team.

Accountability/Supervisor: Head of Staff and Personnel Committee.