

Job Description

Job Title: Assistant Director of Music

JOB TYPE: Part-time

SUPERVISOR: Minister of Music

JOB SUMMARY:

The Assistant Director of Music is responsible for assisting with the planning, directing, and administering the music ministry of the church in collaboration with the Director of Music.

This position attends choir rehearsals on Thursday evenings and Sunday mornings, and assists with accompanying and/or directing this choir as needed. This position assists with music library organization and upkeep, and helps with the organization and administration of all other aspects of the music ministries on a mutually agreed upon, as-needed basis. This position helps to develop new music programming within multiple sacred genres (African-American spirituals, gospel, traditional anthems, instrumental, etc.) in collaboration with the Director of Music.

WORKING RELATIONSHIPS:

1. Reports to the Director of Music and serves as an active and collaborative member of the Worship Ministry Unit.
2. Collaborates regularly with the pastor and Worship Ministry Unit leadership regarding Sunday order of worship and other special services.
3. Assists, mentors and supports the volunteer leaders of the various choir programs (Hand bell, Men's Choir, Praise Team, Women's Ensemble, and Youth)
4. Works occasionally with church music-related events and people in the community as determined with the Director of Music.
5. Works with the Director of Music to develop practice, meetings, and other music ministry scheduled events, allowing for flexibility and accountability.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists with the administration, coordination, and development of the overall music program of the church.
2. Helps supervise the work of music volunteers and guest musicians.
3. Helps plan and develop a high quality music program in collaboration with the Director of Music, the pastor, volunteers, Worship Ministry Team, and the congregation, helping to build a foundation of music for children, and engaging people of every age in different music styles, genres, and instruments.
4. Assists the Director of Music in worship in a variety of roles, depending on the particular strengths and skills of the selected Director of Music. May include accompanying on the organ, piano, or keyboards, conducting the choirs, or assisting with music selection. Promotes and encourages participation in the overall music ministry.

5. Helps with the recruitment and incorporation of musicians from the congregation and the community, and assists with the identification of instrumentalists and vocal soloists for special services (Homecoming, Men's Day, Women's Day, Youth Sunday, etc.).
6. Meets regularly with the Director of Music and the Worship Ministry Team.
7. Communicates with the pastor about any pastoral care issues in the music ministry, responding directly when appropriate and helping foster mutual care among participants in the various music ministries.

ADDITIONAL WORK PERFORMED:

1. Assists with overseeing the music library.
2. Leads other choirs or groups as needed.
3. Submits timely, appropriate documentation for hours worked.
4. Attends appropriate church meetings as needed (involving other ministry units, Session, etc.)
5. Encourages music participation of the congregation by fellowshipping with members whenever possible (Sunday Conversations, after-service gatherings, family nights, etc.)
6. May serve as a staff liaison to other ministry units, as determined in consultation with the Director of Music as time allows.
7. Other responsibilities as agreed upon by the Director of Music.

PERFORMANCE REQUIREMENTS:

Knowledge of:

- The church year and appropriate music.
- Diverse styles of music, and current trends and resources in church music.
- PCUSA liturgy

Skilled in:

- Teaching and inspiring amateur musicians.
- Program planning and organization.
- Oral and written communication.
- Conducting and directing choral and sacred music.
- Playing the organ, piano, keyboard, or various other musical instruments.
- Performing and leading diverse styles of music.
- Enlisting and organizing volunteer musicians.
- Teamwork, collaboration, and a collegial approach to work with others.

Ability to:

- Work with current church policies, procedures, and applicable State and Federal laws and regulations.
- Encourage and support lay music leaders and volunteers as required.
- Continue professional and personal growth in music-related and church-related studies.
- Be sensitive to the personalities and worship needs of the congregation.

EXPERIENCE AND TRAINING:

An ideal candidate would have the following:

1. Experience in music program in a congregational setting.
2. Experience in choral conducting, organ, piano, and or keyboards.
3. Experience in the performance of church music which reflects a broad variety of musical periods and styles.
4. Experience supervising and facilitating the work of others.
5. Respect for, and interest in the musical traditions of The Presbyterian Church, USA.
6. A commitment to helping others express their Christian faith through the ministry of music in the church.

PREPARED BY: Personnel Committee