

Position Description

DIRECTOR OF MUSIC MINISTRIES

Job Function: In cooperation with the head of staff, the session and its committees, to plan and direct the ministry of music program of Matthews Presbyterian Church in Matthews, NC including, but not limited to, the choirs, worship services, individual musical offerings, and special congregational events, for its children, youth, adult and older-adult ministries.

Accountability: Reports to the Head of Staff and is accountable to the Session through the Personnel Committee

Responsibilities:

- Participate in the worship planning process to research, schedule and provide appropriate musical selections, hymns, anthems and other worship responses. Meet weekly with pastoral staff to coordinate planning in accordance with the liturgical year
- Administer and supervise assigned choirs and musicians (Chancel Choir, Spirit Ringers, Youth Music, Children's Choir, and any other ensembles the director sees fit) including selection and purchasing of musical pieces, directing, teaching, rehearsing of selected pieces, rehearsal planning and scheduling, recruitment, and other administrative duties.
- Coordinate and schedule organist, choirs, individuals, instrumental and other various musical offerings for worship services and other congregational events
- Oversee the organization of the music library including cataloging music, filing, and database management
- Plan, schedule and oversee choir and musical group activities (i.e., choir trips, musicals, festivals, tours, workshops, Montreat Worship and Music Conference, fundraisers, etc.)
- Assist with appropriate musical, vocal and instrumental selections for weddings and other congregational events
- Work with the Director of Children and Youth Ministries to plan music for Vacation Bible School
- Participate in staff meetings and other staff-related retreats and programs
- Participate on Worship and Music Committee, Organ sub-committee, other committees as assigned
- Attend, as needed, any rehearsals for individual performers and/or choirs
- Continually evaluate the effectiveness of the church's music ministry
- Ministry of presence at church-related/sponsored functions as appropriate (i.e., Youth meeting/events, choir parties, church social functions, etc.)
- Represent MPC in community relations as appropriate with professional peer groups and with peers in the area.
- Participate in an on-going review to evaluate goal setting progress and accomplishments as well as a core competency review; an annual performance

review and job position goal setting process will be conducted by the Head of Staff in conjunction with the Personnel Committee

- Provide newsletter articles and other related materials as scheduled.

Core Competencies

Planning Skills: Maintains routine office hours. Is punctual to work and meetings and stays on task. Demonstrates ability to maintain calendar. Demonstrates ability to coordinate and complete multiple tasks in a timely manner.

Team Skills: Accepts role as part of a staff team and other musical groups that work together for the benefit of all staff members and the overall ministry of the church. Takes pride in the personal contribution made to the team effort. Takes personal responsibility for treating all team and group members with respect.

Communication Skills: Demonstrates ability for effective and timely communication with church staff, session, and congregational leaders and musical groups within his/her span of care. Demonstrates clear and effective skills in writing and public speaking. Demonstrates ability to articulate ideas creatively and clearly. Demonstrates computer skills to increase communications ability

Interpersonal Skills: Demonstrates positive and caring demeanor to all staff and church members – especially with volunteer music group members at all age levels. Demonstrates ability to lead others. Demonstrates the skills of active listening and is receptive to constructive criticism and other ideas. Demonstrates sensitivity to the concerns and desires of youth members. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love and joyfulness. Engages people positively, with a demeanor of professionalism, cordiality and optimism. Work closely and collaboratively with volunteer group members to imbue joyfulness in all participants.

Professional Maturity: Demonstrates willingness to continue education and improve knowledge and skills. Demonstrates desire to read for professional growth. Demonstrates desire to participate in professional peer groups and with peers in the area.

Spiritual Maturity: Demonstrates a plan for ongoing spiritual nourishment and growth. Demonstrates a plan for taking care of self through regular Sabbath time. Models and develops humility, teaching ability, accountability and servant leadership in all relationships.

Musical Skills: Demonstrates general musical skills in a variety of areas from choral to instrumental with particular attention to the liturgical practices of the Church. Be able to incorporate a balanced variety of musical talents enhancing the music ministry of the church and enriching the congregation through voice and music. Demonstrate abilities with musical instruments including keyboard and ORF instruments.

Education and Experience: Bachelor of Music degree or equivalent

FLSA Status: Part-time (20 hours/week); Exempt

To apply, please email a resume and cover letter with salary expectations expressing your interest and qualifications to: office@matthewspresbyterian.org.

Note: This position may not be filled by a member of Matthews Presbyterian Church

Approved 12/21