

**HARRISBURG PRESBYTERIAN CHURCH  
DIRECTOR OF MUSIC MINISTRIES**

**Position Description**

Job Function: Plan and direct the ministry of music in cooperation with the pastor, session and session committees. This includes but is not limited to the adult and children's choir, adult and children's handbell choirs, worship services, individual musical offerings, special congregational events, playing piano for rehearsals and substitute for the worship service pianist.

Accountability: Reports to the Session and Music and Worship committee.

**Responsibilities:**

- Consult weekly with the Pastor to coordinate planning in accordance with the liturgical calendar.
- Administer and supervise choirs and musicians, selection and purchasing musical pieces, directing, teaching, rehearsing selected pieces, rehearsal planning and scheduling, recruitment and other administrative duties
- Coordinate and schedule various musical offerings for worship services and other congregational events.
- Oversee the maintenance of the music library including cataloging music, filing and database management.
- Assist with appropriate musical, vocal and instrumental music for weddings and other congregational events.
- Work with the Children and Youth Ministry committee to plan music for Vacation Bible School.
- Participate with the Music and Worship committee and staff meetings when scheduled
- Continually evaluate the effectiveness of the church's music ministries
- Represent Harrisburg Presbyterian Church in community relations as appropriate with professional peer groups and with peers in the area.
- Participate in an ongoing review to evaluate goal setting process and accomplishments.

**Core Competencies**

**Planning Skills:**

Maintains routine office hours. Is punctual to work and meetings and stays on task. Demonstrates ability to maintain calendar 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 church ministry. Takes personal responsibility for treating all team and group members with respect.

**Communication Skills:**

Demonstrates ability to effectively and timely communicate with all church staff, Session, congregational leaders and musical groups within their span of care.

Demonstrates effective skills in writing and public speaking. Articulates ideas creatively and clearly.

**Interpersonal Skills:**

Demonstrates positive and caring demeanor to staff and church members, especially to volunteer music group members of all ages. Demonstrates skills of active listening and is accepting of constructive feedback and other ideas. Demonstrates sensitivity to the concerns and desires of youth members. Productively engages and resolves interpersonal conflict. Engages people positively with a demeanor of positivity and professionalism. Maintains confidentiality in sensitive situations.

**Professional Maturity:**

Demonstrates willingness to continue education and improve knowledge and skills. 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. Models and develops humility, teaching ability, accountability and servant leadership in all relationships.

**Musical Skills:**

Demonstrates general musical skills in a variety of areas. Must have the ability to comfortably play the piano while directing choral groups. Demonstrates use of ORF instruments. Encourage children with musical talent to participate.

**Education and Experience:**

Bachelor of Music degree or equivalent. Experience with choral accompaniment on the piano or keyboard.

**Position is part time 20 hours/week. Exempt**

**To apply, please email a résumé and cover letter with salary expectations expressing your interest and qualifications to [apesi51@aol.com](mailto:apesi51@aol.com)**