

MUSIC DIRECTOR – Chancel Choir and The Ensemble

San Marino Community Church
San Marino, California



Effective January 1, 2019, San Marino Community Church (PC/USA) seeks candidates for its part-time (20 hours/week) position of Music Director for the Chancel Choir and The Ensemble. He/she will succeed our retiring Director of 25 years and will work closely with our organist and with the clergy staff, reporting to the senior pastor, head of staff. On regular Sundays, SMCC holds three worship services: The Traditional Service, with music from our volunteer Chancel Choir and section leaders; The Contemporary Service, with music from our Worship Leader and praise band; and The Classic Service, with music from our 10-member professional Ensemble. The Music Director is responsible for music in the Traditional and Classic Services only. Both of these services are classically-styled worship services in the Protestant Reformed tradition.

POSITION DESCRIPTION

Title: Music Director – Chancel Choir and The Ensemble

Purpose: The Music Director develops, administers, and implements music programming for the Traditional and Classic Services

Responsibilities:

- Direct the Chancel Choir and professional Ensemble in weekly rehearsals and services
- Report to the Senior Pastor and work collaboratively with the Organist and other clergy and staff
- Supervise Section Leaders/Soloists and recommend employment of new music staff
- Create solo schedules with scriptural and worship themes in coordination with clergy
- Build and maintain relationships with current choir members; recruit and encourage new members into the choir
- Provide motivation, inspiration, and guidance to all music participants of varied skill levels
- Plan and recommend the music budget and coordinate music expenditures with the Business Manager
- Assist the Pastor in planning worship services and special music events
- Contract instrumentalists and conduct vocal orchestral works
- Extend Christian care to music ministry participants and advise the Pastor of such needs
- Integrate music ministry needs with other church programming
- Advise the Business Manager of facility, instrument, and equipment maintenance needs as related to music ministry
- Provide professional substitutes when necessary
- Oversee church music librarian and music data base
- Attend weekly staff meetings
- Perform other music related duties as requested

Personal Qualifications/Requirements:

- Masters degree and significant experience with choral conducting
- Knowledge and understanding of hymnody and church music
- Strong interpersonal, teaching, communication and organizational skills
- Commitment to the vision and ministry statement of San Marino Community Church
- Understanding of Reform Theology, with application in music selection

Employee Category: Exempt

Compensation: The salary range is \$55,000 to \$70,000

Application Deadline: March 17, 2019

Application Procedures: We will accept resumes via email (PDF) at DirectorSearch@smccpby.com or mail at Director Search c/o San Marino Community Church, 1750 Virginia Road, San Marino, CA 91108.

Candidate should include contact information for three people who may be asked to complete a letter of recommendation/questionnaire.

We hope to conduct interviews/auditions in mid-April through May, with a new Director start time in August, 2019. For additional information, contact Business Manager Skip Ober Miller at (626) 282-4181 x 12.