

Minister of Music Job Posting

ABSTRACT:

The Pluckemin Presbyterian Church in Pluckemin, NJ is looking for new musical leadership. With an active membership of about 260 and a growing online presence, we are a warm, accepting community drawn together by our faith and our mission to be a hub of caring. Music is a very important part of our worship, and we have enjoyed a very strong musical history including multiple choirs, bell choirs, and music-intensive services. We are looking not only for someone to help continue that history through growth and development, but for someone to join us at the table with Christ and use their musical leadership to help shepherd the congregation closer to Him.

As a substantial music program, we acknowledge that one person may not have all of the skills we need to move forward, and we welcome the opportunity to hire multiple Ministers of Music if that is how God calls us. The total requirements and qualifications are listed here, as well as several combinations of multiple positions to which we are open. However, the world is an ever-changing place, so if you don't feel that any of the listed options describe you but you have qualifications/interest, please send us your resumé. We will be happy to consider you!

JOB DESCRIPTION:

The Minister of Music will lead and develop ministries that enable people of all ages to grow spiritually through the medium of music. Music is an integral part of the life of the Pluckemin Church. The Minister of Music will lead an important ministry that will reach and engage both in-person and online communities 52 weeks a year. The Minister of Music will be a shepherding and educating presence, as well as the principal musician of this congregation. The Minister of Music should have a Christian concern for, and counsel to, all partners of our community, both in person and online.

- Develop/maintain a vibrant and sustainable music program at Pluckemin Church
- Provide vision and leadership for the music ministry, while ensuring the implementation of its mission and goals
- Act as a shepherding and educating presence within the church and community
- Know God's word and apply it to worship leading
- Hear God's word and obey to discern the musical offerings that honor and glorify Him.
- Be willing and open to learning new skills
- This is not a Sunday only job. Need to have the time and commitment to improve, learn, and engage with the congregation and community.

PLANNING: The Minister of Music plans and ensures sufficient resources for all music used in church services and events, including the music for all regular weekly and special worship services and musical outreach events. This currently includes:

- Work closely with the Pastor to plan music for all weekly and special worship services.
- Oversee and plan the music for all church weddings and funerals, either by giving permission for the services of other organists and instrumentalists or by providing the music directly (occasional and pre-arranged as an extra-contractual obligation that provides additional compensation).
- Work in partnership with the Carillon Bell Choir Director to develop and provide music for worship.

- Plan and maintain a music budget: Develop an annual proposed music budget and submit the budget to the Worship and Music Committee of the church.
- Purchase all music and music supplies.
- A variety of traditions and styles in music is appropriate for worship at Pluckemin Church. The use of a variety of instruments and vocal leaders is expected. The Minister of Music does not have to provide all of the instrumental/vocal offerings, but they are in charge of organizing community volunteers/outside performers to do so in combination with their own offerings and in line with the music budget.
- Have an appreciation for the vast amount of music we already have at Pluckemin. But also have an awareness of how to find and introduce new music.
- Develop new methods to engage both in-person and online worship and music experiences.
- Develop and produce media content that is tailored specifically to various age groups.
- Develop and produce media content outside of the scope of normal Sunday worship in order to engage an online community.
- Be open to interdenominational partnerships/collaborations and opportunities with other musical groups/entities in the area.

DIRECTING CHOIRS, SOLOISTS, AND ENSEMBLES:

- Direct the adult Sanctuary choir. Connect with the current adult choir members and come up with a vision for what a choir looks like and how it functions in 2021 and beyond.
- Direct youth choir(s), bell choir(s) (except for Carillons), and consider re-starting Bells for Fun, a bell choir centered around newer adult ringers.
- Lead weekly rehearsals and/or points of connection with the choirs, hand bells and others involved in music ministry.
- Supervise the Carillon Bell Choir Director and other music ministries not under the direction of the Minister of Music.
- Identify, encourage, and integrate the musical gifts of the congregation into services as an act of worship. Develop opportunities for congregational musicians to participate in both in-person and online worship on a regular basis.
- Inspire and encourage the entire congregation's participation in worship music. Educate the congregation about the spiritual significance of the music sung and performed.
- Maintain all choir materials and related items, including:
 - Overseeing the care of the church music library.
 - Overseeing the care of all choir robes.
 - Maintaining choir folder and robe assignment lists.
 - Keeping records of anthems and all music used in worship.

PLAYING AND MAINTAINING THE ORGAN, PIANOS, AND OTHER INSTRUMENTS:

- Prepare, perform and/or lead the music for weekly and special worship services, including, but not limited to, prelude, offertory, anthem and postlude in addition to providing accompaniment for the hymn-sings via organ, piano, or other medium for both in-person and online worship.

- Should the person hired be both the keyboardist and director, they should be able to accompany on the organ or piano while directing the Sanctuary Choir, soloists and other instrumentalists at worship services.
- Arrange for substitute organists/musicians for all services while on vacation.
- Oversee the maintenance, repair, tuning, and general care of all church musical instruments. These instruments currently include:
 - A three-manual Allen digital organ in the sanctuary
 - One baby grand (Yamaha) and one upright (Yamaha) piano
 - A three and five octave set of Malmark handbells and a six octave set of Malmark choir chimes
 - Two Timpani (Ludwig)
 - Orff instruments.
 - Auxiliary percussion

STAFF COMMITMENTS: The Minister of Music attends appropriate church group meetings to inform and be informed about key church priorities and events affecting the music ministry. This currently includes:

- Staff meetings
- Monthly Worship & Music Committee meetings
- Session meetings, when requested

CONTINUING EDUCATION AND MEMBERSHIPS: The growth of a professional Minister of Music is never over, and a candidate should be dedicated to continuing their education and participation in the larger musical community.

- Participation in organizations associated with the position (AGO, ACDA) is encouraged
- Attendances at relevant workshops and conventions

COMPENSATION: Our annual budget currently supports \$35,000.00 for a Minister of Music. This is included for reference and may be adjusted depending on the qualifications and needs of the candidate. This would be divided between multiple candidates should multiple be selected. Pay scale based on an average time commitment of 26 hours/week. We will also match 403B contributions up to \$1200/yr.

QUALIFICATIONS: Though this will depend on which of the responsibilities you are applying to fill, if one person were to hold this position they should have the following:

- **Personal:**
 - A personal relationship with Jesus Christ
 - A heart for worship
 - An understanding of and willingness to perform many varied types of music
 - A comfort using and encouraging prayer as a part of the musical process
- **Educational:**

- Music degree or equivalent experience
- **Professional:**
 - Previous church music experience
 - Choral conducting experience and skills in directing/coaching (diction, reading music, breathing, etc.)
 - Piano proficiency in performance and accompaniment
 - Organ proficiency in performance and accompaniment
 - Experience with handbells
 - Ability/experience working with children
 - Some experience/proficiency with various media tools (audio/video editing, recording, social media usage, etc.)

COMBINATIONS: The tasks/responsibilities listed above may be assumed by one person or allocated to a combination of people, which may include but are not limited to:

- Designated keyboardist
- Designated Music Director
- Contemporary Music leader
- Keyboardist, music and adult choir director
- Children's vocal and handbell choir director
- Designated music administrator

If you feel you meet some or all of the qualifications for this position, please send your resume to pluckeminchurchministerofmusic@gmail.com. We would love to hear from you!

In love and faith,
The Pluckemin Presbyterian Church