

Revised Feb 17, 2019

**THE PRESBYTERIAN CHURCH
OF CHATHAM TOWNSHIP**

JOB DESCRIPTION

DIRECTOR OF MUSIC

Position Overview

Part-time Director of Music (DOM) for the Presbyterian Church of Chatham Township (PCCT) including playing the organ and directing the Chancel Choir at weekly worship services. The Director of Music is expected to engage members of all ages to participate in the music program, revive previously existing ensembles, and inject freshness and new vitality into an already active and strong music ministry.

Responsibilities

Music

- Supervise the music ministry at PCCT, which currently includes the following performance ensembles:
 - Chancel Choir—adult choir
 - Cantate Choir—youth choir
 - Psalm Singers—children’s choir
 - Sanctuary Ringers—adult handbell choir
 - Youth Bells—youth handbell choir
 - Joy Ringers—children’s handbell choir
- Lead, rehearse and direct Chancel Choir
- Consult with Pastors regarding worship themes and select appropriate music
- Provide a strategic vision and leadership to increase the diversity of the music ministry of PCCT
- Be a vocal advocate for the music program, reaching out and actively encouraging more participation by members, especially the youth and congregant instrumentalists
- Serve as primary organist/pianist during worship services (one service per week with additional services during Lent, Christmas week and Holy week)
- Hire professional musicians to enhance worship music especially during special seasons

Administration

- Coordinate closely weekly with the Senior Pastor and preferably attend weekly staff meetings
- Coordinate PCCT music ensembles in providing music for worship services
- Support and supervise Associate Director of Music and any other music staff, interacting and meeting with them regularly

- Perform annual performance review of Associate Director of Music and any other paid music staff
- Work closely with the Worship and Music Committee to maintain an effective church-wide music program; attend monthly committee meetings
- Assist the Worship and Music Committee chairperson to develop and administer a music ministry budget
- Facilitate care and maintenance of organ, piano and handbells
- Provide input into church-wide A/V issues

Qualifications

- Outstanding musicianship with a degree in music preferred
- Strong choral conducting skills with experience in accompaniment
- Significant church worship experience preferred
- Effective leadership and organizational skills
- A broad knowledge of sacred music repertoire
- Performance skills on organ and piano
- Ability to nurture and assist volunteer musicians

Supervision and Evaluation

The Senior Pastor supervises the DOM and conducts annual performance reviews. The Personnel Committee reviews the DOM salary annually and makes recommendations to the Budget Committee.

Hours

The position demands an estimated 25 hours per week (including evenings and weekends) to effectively perform the DOM duties outlined above. Depending on qualifications, the anticipated salary range is \$38,000 - \$42,000 plus medical and dental benefits. The DOM will receive five (5) paid Sundays off annually, the dates of which will be approved by the Senior Pastor.