

## JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF MUSIC OF EBENEZER PRESBYTERIAN CHURCH, ASSOCIATE REFORMED

"Come, let us sing for joy to the Lord; let us shout aloud to the Rock of our salvation.  
Let us come before him with thanksgiving and extol him with music and song. "

*Psalm 95: 1-2*

### **I. General Statement of Position**

The Director of Music is responsible for developing and maintaining the church's comprehensive music program to benefit spiritual life through music at Ebenezer Presbyterian Church. By means of both continual music study and communication with church members of all ages and musical backgrounds, the Director of Music shall select music appropriate to the needs and growth of the congregation (both musical and liturgical). The Director of Music shall seek to help musically talented people of faith use and develop their gifts in service to Christ and the Church.

### **II. Goals**

The goals of the Director of Music shall be twofold. First, the Director of Music shall lead musically talented church members in providing Christ-centered music, aligned with reformed theology, that glorifies God, enhances the worship service, and supports the vision of our church through the worship experience. Second, as an effective teacher, well-trained in the fundamentals of music, conducting, and vocal and choral techniques, the Director of Music shall utilize rehearsal time wisely to educate members musically, with the result being an improved and growing music program at Ebenezer Presbyterian Church.

### **III. Accountability**

The Director of Music shall be accountable to the Senior Pastor, Worship Committee, and the Session. This position comes under the oversight of a sessional committee – Worship Committee – that will serve as an accountability and advisory group. This committee will meet on an as-needed basis throughout the year.

### **IV. Evaluation**

An annual review shall be conducted by the Personnel Committee. This review may include feedback from the Senior Pastor, church staff, and others as deemed necessary by the Personnel Committee.

### **V. Responsibilities**

#### **a. Chancel Choir/Adult Music:**

- Select and purchase anthems, special music, cantatas, and other music suitable for worship throughout the year
- Engage and process purchase order requests for soloists and instrumentalists providing worship music as necessary throughout the year

- Prepare for and lead weekly rehearsals of chancel choir from September-May and, as necessary, in the summer months
  - Conduct the choir when singing choral anthems in Sunday worship or in special services as needed
  - Coordinate and communicate with Senior Pastor regarding music on a weekly basis
  - Coordinate and communicate with organist(s)/pianists(s) regarding music on a weekly basis
  - Recruit new chancel choir members
  - Recruit soloists for services when choir is not present or when solo is desired in place of anthem
  - Recruit volunteer(s) to file music and maintain choral library
- b. Children's Music - Program Administration:
- Recruit volunteer(s) to conduct the Little Lights Choir (ages 3-6) and the Kingdom Kids Choir (ages 6-11)
  - Ensure adequate choir preparation and support activities as necessary
  - Approve new music and other costs related to children's choirs
  - Coordinate activities with the Director of Children's Programs
  - Ensure/coordinate set-up and removal of risers when children sing in worship
- c. Instrumental Music - Program Administration:
- Recruit organists and pianists for service music (Organist(s) and pianist(s) report to the Director of Music.)
  - Schedule organists as necessary for regular services
  - Prepare purchase orders for payment of service for organists/pianists
  - Provide service music schedule and choral music at least two weeks ahead of each service
  - Approve and coordinate regular and special maintenance work to be done for organ and church pianos
  - Engages booking agent for symphony musicians for Lessons and Carols service and other services as needed
  - Serve as 'back-up' accompanist for service music in the event of a conflict or illness of primary organist/accompanist (preferred)
  - Serve as conductor for ad hoc vocal and instrumental groups (brass, handbells, other instrumental, choral quartets, etc.)
- d. Worship Team/Adult Music:
- Prepare for and lead weekly rehearsals of worship team throughout the year, except during Advent, Holy Week, and other times during which alternate music is planned
  - Accompany the group in worship or secure an accompanist to do so

- Select praise songs on a weekly basis
  - Provide sheet music for distribution/copying to office staff (under CCLI license)
  - Recruit new instrumentalists and singers
  - Engage and process purchase order requests for instrumentalists for worship team as necessary throughout the year
  - Recruit volunteer(s) to file reports for CCLI/Copyright reporting
  - Communicate with the Audio/Visual team to prepare ProPresenter slides for worship team music
  - Communicate with worship team members regarding music
- e. Other Music Program Administration:
- Prepare annual music budget for all ensembles and music activities; maintain long-term capital needs list
  - Coordinate selection of service music with the Senior Pastor
  - Attend/participate in staff and committee meetings when able to do so

## **VI. Qualifications**

- a. General: Profession of and evidence of a personal commitment to Jesus Christ as Lord and Savior as seen in personal maturity/integrity.
- b. Education: Bachelors in Voice, Piano, Organ or Sacred Music.  
Master's Degree in performance or choral conducting strongly preferred.
- c. Experience: Three-five years of experience in a church setting conducting choral ensembles and administering a church music program.
- d. Background Check: Be prepared and willing to submit to a criminal background check and possible drug testing as required by insurance regulations and as described by the Youth and Child Protection Policy.
- e. Please provide three professional references.