

Director of Music

Jackson First Presbyterian Church (JFPC) is seeking a qualified individual interested in leading the music program of the church, allowing its members and community to grow in faith.

JFPC - A Tradition of Music

Throughout our history, JFPC has relied on its music program to fashion, support, and sustain worship, christian education, and special programs. Organ and piano music begin and end each service and accompany the hymns during worship. The choir participates in worship from September through June and is supplemented with a children's music program and a handbell choir. "Special" music events are planned throughout the year, especially around Christmas and Holy Week/Easter, and include a special music series presented in late spring using specially designated funds/gifts.

JFPC owns a PELS Pipe Organ with 52 ranks using 54 stops and 3,640 pipes, a 6 foot, 1906 refurbished Steinway grand piano, a 1980 Concert Grand Steinway piano, and houses another 6 foot Steinway grand piano. JFPC owns a handbell set and Orff instruments, as well.

Director of Music Duties

1. Schedule the anthem, prelude, and postlude music throughout the year on a Sunday by Sunday basis.
2. Work with the staff and worship committee in worship planning each month.
3. Select the music for the Chancel choir, rehearse them weekly and lead them in worship weekly.
4. Pick the music for the adult hand bell choir that corresponds to the themes, rehearse them weekly and lead them in worship quarterly.
5. Prepare music, play the pipe organ and/or piano for all Sunday and holy day (Christmas/Holy Week/Easter) worship services.
6. Oversee the children's Orff Music Program and Director.
7. Hire and rehearse additional instrumentalists for special services throughout the year - as needed, especially during Holy Week/Easter and during the special music series.
8. Maintain the choral and handbell music libraries.
9. Responsible for the maintenance of all church instruments (pianos and pipe organ tuning and maintenance, handbell adjustments and cleaning, etc)
10. Attend weekly staff meetings.
11. Be the staff liaison person for the Worship Committee and attend their monthly meetings.
12. Attend bi-monthly Session meetings and submit a written report.
13. Attend bi-monthly All Committee Night meetings.
14. In the summer while our music groups are on hiatus, schedule soloists (as available) and, if needed, help them find music and rehearse with them.
15. Prepare a CD of music for each summer Sunday of Church in the Park. Hymns are recorded either with the Chancel choir, or with a soloist/director of music singing.
16. In the summer, teach handbells/chimes during Vacation Bible School.
17. Oversee all budgets that pertain to music and do the paperwork for bill paying. Make sure all music budgets are in the black.
18. Write newsletter articles for "The Source", as appropriate.

Director of Music Terms

Duration: January 1, 2019 through January 1, 2019 (prorated) The contract is renewable each year.

Mutual Exit Clause: Both the Director of Music and Jackson First Presbyterian Church retain the right to cancel the agreement with 30 days notice.

Compensation: Negotiable and based upon skill level and experience. This position is for 25 hours per week.

Application and Inquiries

Interested applicants should submit a resume with cover letter and any supplemental materials to Reverend Dr. James D. Hegedus (AKA "Pastor Jim") - email is preferred:

James D. Hegedus, Head of Staff
Jackson First Presbyterian Church
743 W. Michigan Avenue
Jackson, Michigan 49201

jimh@jacksonfirstpres.org

