

PURPOSE: The music director provides leadership for the music that honors and glorifies God and provides a meaningful worship experience for the congregation.

ACCOUNTABILITY: Pastor, as head of staff

ESSENTIAL JOB FUNCTIONS

1. Participate as a member of the Worship Committee. This participation may take the form of electronic communication.
2. Train the choir in choral techniques, appreciation of sacred music, and their role in the leadership of worship.
3. Plan and provide music for the sanctuary choir that is representative of the best religious music, providing a variety of styles (traditional, contemporary, gospel).
4. Conduct the sanctuary choir at weekly rehearsals and worship services from September through May.
5. Ensure the choir is adequately prepared for their presentation at worship services.
6. Provide information to administrative assistant for the weekly bulletin, giving titles of music selections and composers.
7. Organize and supervise the recruitment of members for the sanctuary choir.
8. Order new music, stamp new music when purchased, add to electronic music index, and maintain a filing system.
9. Oversee the care of robes, other equipment, and instruments used for the choir. Ensure the pianos in the music room & sanctuary are tuned twice/year or as needed.
10. Operate within the budget provided by Session.
11. Participate in regular supervisory, planning, and committee meetings.
12. Keep abreast of new music that is published for use in worship service and participate in appropriate continuing education or music worship as needed.
13. Coordinate with Worship Committee to prepare yearly budget for music.
14. Schedule accompanists regularly, & soloists and instrumentalists for special music.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. As such requests arise, pianist/organist should check with Music Ministry Team to determine next steps.

All employees are required to comply with the policies and procedures of Parkwood Presbyterian Church including the Employee Handbook.

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JOB QUALIFICATIONS

1. Education: High school diploma
2. Four years training (or equivalent experience) in choral music
3. Demonstrated experience working in cooperation with volunteers

SKILLS REQUIRED

1. Ability to complete essential job functions in an accurate and timely manner
2. Initiative, judgment and the ability to assume duties and work independently and in cooperation with others
3. Spiritual maturity that is reflected in working with ministry teams and being an instrument for the Spirit's work in worship
4. Ability to work with volunteers

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities.

Duties as described here are in an indoor office and church sanctuary environment. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee will also be required to repeat the same hand, arm, or finger motion many times. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust and focus. The employee must occasionally lift and/or move up to 50 pounds.

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