

Faith Immanuel Presbyterian Church: Director of Music Ministries and Organist Position Description

Job Summary: The Director of Music Ministries is a church leader, artistic director, and administrator responsible for developing and implementing a comprehensive music ministry which provides music for worship, special services in the life of the church as needed, and concerts. The Director of Music Ministries is employed by the Session of Faith Immanuel Presbyterian Church and reports to the Pastor, Head of Staff in an Exempt, part-time, full year position.

Job Responsibilities

1. Demonstrate a love of music with the pastor and congregants, encouraging all who find God and the Holy Spirit at Faith Immanuel Presbyterian to experience the rich traditions of Christianity through a wide selection of choral anthems and vocal and instrumental service music.
2. Plan the church's music program for the year.
 - A. Evaluate, recommend, and implement music choices appropriate to seasonal liturgy in collaboration with the pastor, worship committee, and Faith Immanuel volunteers as appropriate.
 - B. Provide announcements for the bulletin, church newsletter, and social media.
 - C. Periodically survey parishioners for their music preferences.
 - D. Recruit volunteers and paid guest musicians to participate in special music throughout the year.
 - E. Work with the Concerts on Colonial committee to plan and organize community musical events.
3. Sunday Morning Worship
 - A. Provide appropriate service music for Sunday Morning Worship including leading hymn singing and providing service music as appropriate to the day.
 - B. Maintain regular practice and a high level of skills on Faith Immanuel's keyboard instruments.
 - C. Hire guest musicians, periodically, as budget allows, for special occasions and to highlight the rich musical heritage of Faith Immanuel Presbyterian Church.
4. Train and manage the choir.
 - A. Rehearse the choir weekly during the established choir season. Lead the choir at in-person services on Sundays. Provide alternate solutions for recorded services as appropriate.
 - B. Supervise all choir members, offering encouragement, correction and an open channel of communication for concerns or complaints.
 - C. Recruit and facilitates the inclusion of new members in the existing membership of the choir.
 - D. Maintain the Faith Immanuel music library, choir robes, and other materials.

5. Train and manage the bell choir
 - A. Direct and rehearse the handbell choir, as available.
 - B. Maintain the Faith Immanuel collection of handbells and make recommendations to Worship and Finance committees for their periodic maintenance.
6. Support the traditional schedule of special services at Faith Immanuel Presbyterian, including Christmas Eve, Ash Wednesday, Maundy Thursday and/or Good Friday, and Easter Sunday.
7. Provide music for special services in the life of the church such as weddings and funerals, as available. The Director of Musical Ministries maintains the right of first refusal and/or management of proposed outside musicians.
8. Provide artistic leadership and vision for Concerts on Colonial and other community musical events.
9. Maintain the Faith Immanuel organ, piano(s), and other musical area resources, and provides recommendations concerning ongoing regular and preventive maintenance.
10. General Management
 - A. Attend monthly Worship and Concerts on Colonial committee meetings.
 - B. Attend Session meetings periodically or as requested due to the needs of Faith Immanuel.
 - C. Manage music related budgets and resources prudently and proactively, making recommendations to Worship and Finance committees and/or Session as appropriate throughout the year
 - D. Prepare a Director of Musical Ministries report for inclusion in the Annual Report.
 - E. Participate in the life and mission of the church and congregation, including special events.
 - F. Arrange for coverage during planned absences and may make recommendations concerning coverage in extraordinary circumstances (personal illness, death in the family, etc.)
11. Personal Development
 - A. The Director of Music Ministries may request through Session the use of the Faith Immanuel premises and instruments for the purposes of teaching musical lessons.
 - B. Engage in regular continuing education activities such as lessons, music seminars, conferences, or workshops, which would enhance personal development or provide encouragement to the music ministries programs and participants, within the annual CE allocated budget.

Evaluation: Head of Staff and Personnel Committee will hold annual review of performance and compensation.