



# PROVIDENCE Presbyterian Church

## **JOB DESCRIPTION**

**Position Description: Director of Music**

**Job Description Number:**

**Latest Revision Date: May 11, 2022**

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### **Description and Purpose of Position:**

The Director of Music plans, coordinates, and implements the music program for the church, including the directing of the Providence choir, in collaboration with the minister.

### **Accountability:**

The Director of Music is expected to work closely with the Pastor and is accountable to the Pastor, Session and the Congregation as provided for in the Directory of Worship (W-1.4005). An annual personnel review will be conducted by the Pastor and designated Session members.

### **Duties and Responsibilities:**

1. Selection and Planning of Music.
  - a. Collaborates with the Pastor for the selection of music that is in alignment with the message and goals of the service and illuminates the sermon topic.
  - b. Coordinates with Accompanist or other participants in the service.
  - c. Explores ways in which the choir and congregation participate in worship music.
  - d. Reviews music selected for special music performances (such as soloists or vocal/musical groups).
2. Directing the choir.
  - a. Selects choir anthems for worship, in collaboration with the Pastor, that support and illuminate the sermon topics when possible. Collaborates with Pastor to involve choir in special services such as Good Friday and Christmas Eve.
  - b. Leads weekly choir rehearsals.
  - c. Directs the choir during worship services.
  - d. Is involved in church events so as to get to know both the choir and the congregation.
  - e. Plans, purchases, files and maintains a library of choir music.
3. Expand music program through incorporating new talent.
  - a. Arrange and schedule visiting musicians.
  - b. Seek to incorporate musical talents of those within the congregation.
  - c. Arranges for special music during the summer months.

This document is not a legal document but a set of guidelines and goals to clarify and prioritize the duties and responsibilities of this position and to assist in maintaining accountability.

**Qualifications:**

1. Ability to cooperate and coordinate with multiple individuals and groups.
2. Capability of leadership in music selection and performance.
3. Demonstrates integrity in all aspects of music selection and performance.
4. Listens to others; learns from others.
5. Familiarity with and sensitivity to the Presbyterian tradition, theology, and liturgy.
6. Exhibits understanding of musical abilities and knowledge of choir, soloists, musical groups and the congregation at large.
7. Possess a (level) degree in music education from an accredited university/college or commensurate experience in a church setting.
8. Effective use of skills and talents.

By my signature, I affirm acknowledgment and agreement with the above job description.

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(name)

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(date)