

JOB DESCRIPTION FOR DIRECTOR OF MUSIC

Purpose: To see that the music program is made an integral part of the life of the church as we sing the praises of God. To lead the Chancel Choir in providing choral music during services of worship and special church events. To coordinate and promote the total music program.

Accountability:

1. To the Session as employer.
2. To the Senior Pastor as head of staff.
3. To the Staff Oversight Ministry Team for employment review.
4. To the Worship and Music Ministry Team for program concerns related to the total music program.

Responsibilities:

1. To be responsible for the recruitment, organization, and supervision of all choirs and instrumental ensembles.
2. To coordinate with the other music staff (organist, Handbell choir director, youth and children's programs, etc.).
3. To meet regularly with the pastor in planning and coordinating the music for all worship services.
4. To be responsible for all rehearsals for the Chancel Choir.
5. To attend regularly the Worship and Music Ministry Team meetings.
6. To recommend to the Campus Ministry Team the selection of Scholarship Singers and their honoraria.
7. To be responsible for the selection of all music – instrumental, solos, duets, quartets, and choirs.
8. To select and purchase all music that will become part of the church music library.
9. To teach or arrange for teaching of congregational singing from time to time.
10. To arrange for supplying vocal or instrumental selections for any Sunday the Chancel Choir might be on vacation.
11. To be available to lead music at congregational events such as retreats, Rally Day, luncheons, etc.

Special Considerations:

1. The Director of Music will be granted six vacation Sundays and two professional Sundays. Selection of vacation Sundays shall be made in consultation with the Senior Pastor.
2. The Director of Music will provide for a substitute when he is unable to be present. The church will pay for a needed substitute in accordance with provisions in the budget. The Director of Music will make financial arrangements for a substitute when absence exceeds the number of absences granted in paragraph "1" above.
3. Specific arrangements will be made for needed music on vacation Sundays. (The organist will not be responsible for carrying out any special arrangements.)
4. The Director of Music will be guided by the personnel policies as outlined in UPC's personnel policy manuals.

Evaluation:

Performance reviews will be conducted annually by the Senior Pastor and Staff Oversight Ministry Team.