

JOB DESCRIPTION for ASSISTANT MUSIC DIRECTOR

Purpose: To assist the Director of Music Ministries and Organist in providing music leadership for the choirs and congregation.

Accountability: The Assistant Music Director is directly responsible to the Director of Music Ministries, and to the Pastor as Head of Staff.

Responsibilities:

- Direct and rehearse the Handbell Choir and handbell quartets, to provide music in worship up to four times per year
- Recruit members for Handbell Choir
- Oversee maintenance and care of handbells and related equipment
- Maintain library of handbell music and acquire new music as necessary
- Coordinate handbell, equipment, and room usage with Director of Austin Handbell Ensemble
- Lead or rehearse the Chancel Choir in the absence of the Director of Music Ministries, up to four times per year
- Sing regularly in the Chancel Choir
- Accompany the Chancel Choir occasionally upon request, up to four times per year
- Organize small group special music for worship (e.g., Miriam's Daughters), up to three times per year
- Coordinate and lead music for monthly Sunday evening Taizé services (August-November and January-April). Compensation for any substitute will be provided by appropriate deduction from that month's paycheck.
- Coordinate and lead music for Maundy Thursday and Easter Vigil services

Evaluation: Performance reviews will be conducted annually by the Director of Music Ministries and the Pastor as Head of Staff. The Staff Support Committee of the Session will annually review the adequacy of compensation.

Compensation: The position will be compensated at \$3,500 annually. Start date will be February 1, 2018.