



Lancaster Presbyterian Church

A Congregation of the
Evangelical Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Director of Music		DATE: November 1, 2023	
REPORTS TO: Senior Pastor as head of staff & Moderator of Worship Committee for responsibilities			
LOCATION (if site specific): Lancaster, NY		FLSA Status: Exempt	
Job Type: Part-time	Pay Type: Per Month	Hours: Approximately 15+ hours per week	

Summary of Primary Job Responsibilities: *(may perform other duties as requested not specifically addressed in this document)*

The Director of Music shall coordinate and bring to completion the music program of the church as it pertains to worship services. He/she will establish direct and frequent communication between themselves and the choirs, worship team, bell choirs and individual music participants.

Typical Qualifications: *(education, experience, knowledge, skills and abilities typically needed to perform this job)*

Education: BS or BA degree in music or a related field

Experience Target: Three years' experience in a church related setting

Skills:

- Skills in leading worship through organ and piano playing, both for choral and congregational singing, along with instrumental solo pieces
- Skills in instrumental and choral conducting, in voice development, and in worship planning in coordination with the pastor
- Excellent organizational and communication skills

Knowledge/Abilities:

- Exhibits a commitment to the Orthodox Christian faith
- Knowledge of choral repertoire and familiarity with a variety of choral rehearsal techniques
- Demonstrated ability to lead, direct, and inspire others and a strong spirit of cooperation.
- Openness to a wide variety of musical styles
- Clear concept of being an integral part of the ministerial team

Special Certifications *(if appropriate--identify if required to perform the job or just preferred):*

Travel Required *(typical % of time, scope of travel--U.S. or international, special issues):*
Minimal Local Travel Required.

Other: Dedication to the beliefs and mission of the Church



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Major Responsibility Areas (this may not be totally inclusive of all required job tasks and responsibilities):

A. Staffing of the Choirs, Worship team and Bell Choirs and accompanists

1. The Director of Music is responsible for seeing that each of the choirs, the worship team and the bell choirs are adequately staffed with leadership that is competent in their spiritual formation and musicality. These individuals must be presented to the Session for approval.
2. The Director shall confer with the directors of each of the choirs, the worship team and the bell choirs to encourage them and to assist them in their direction of worship.

B. Scheduling Musical performances of the Choirs, Worship team and Bell Choirs.

1. The Director in consultation with the other members of the music leadership staff and the Pastor, is responsible for scheduling the music participation of all the choirs, worship team, bell choirs and individual participants for the services of worship.
2. The Director facilitates mutual experiences for the choirs, worship team, bell choirs and individual participants. The goals of these experiences are to build friendships and togetherness as they share these opportunities in worship. The ultimate desire is to ensure a good, healthy, friendly rapport between all music groups.
3. The Director is also responsible for coordinating the schedule for other seasonal performances of the choirs, worship team, bell choirs and/or special music. Communication should be timely to allow preparation time for these groups to be adequately prepared for performing at worship.
4. If the worship team and choirs are leading the congregation at the same service, the Director is responsible for supplying the music of the worship team to the choirs and the bell choirs prior to the service. This step would facilitate all groups being prepared to lead the service in worship with music.
5. The Director of Music gives a monthly music schedule for publication in Grapevine. This would allow parents to plan their monthly worship schedule around their children's music participation.

C. Conferences with the Pastor

1. In the **Book of Order of the Evangelical Presbyterian Church (Sept. 2007) Book of Worship #2-4 A** it states "The Pastor, while advised to consult with the Church Session, has the duty and responsibility to determine the order, sequence, elements and proportions of the service that each shall have in public worship." The Director meets with the Pastor during the staff meetings to present plans for anthems, new worship songs and hymns. The pastor will support and work with the music director during the personnel meetings to assist the Director in reaching the pastor's goals. The director of music is to share his/her ideas with the church staff to enrich the worship of the congregation. These plans should reflect the Biblical emphasis planned by the Pastor for the respective services.

D. Conferences with Organist/Pianists and Instrumentalists

1. The director supervises organists/pianists/instrumentalists. Conferences with organists/pianists/instrumentalists should include information regarding musical selections for the worship team, choirs, bell choirs and special music.



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E. Choirs, Worship Team and Bell Choirs Leadership

1. The Director is responsible for leading the Adult Choir in both the weekly rehearsal and the Sunday worship service. The Leader of a specific musical group is responsible for recruiting individuals to sing in that group. The Director will assist as necessary.
2. Rehearse once weekly with the Chancel Choir from September through May, and every other week with Worship Team.
 - a. Regular Sunday Service from September thru May consists of two (2) services. Traditional worship at 8:30am with Organ and Contemporary worship at 11:00am with Piano
 - b. Summer Services the balance of the year are one (1) service at 9:30am alternating between Traditional and Contemporary worship.
3. Choirs, worship team and bell choirs rehearsals should have a time for sharing and prayer directed by the leadership and the members.
4. The Director is to establish and improve communication between the musical groups – the choirs, worship team and bell choirs. This goal is strategic to build friendships and cohesiveness in their relationships.
5. When the adult choir or worship team is not singing, the Director is responsible for scheduling other ministries of music. This may include one of the others choirs, special ensembles such as women's or men's groups, duets, trios, foursomes, instrumental solos, bell (small) groups, youth musicians or other special music.

F. Selection of Music

1. The selection and purchase of music for the adult choir, worship team and bell choirs is to be researched carefully and studied by the Director of Music. It should be recognized that this entails a considerable amount of time and effort through the year. The annual anticipated costs are presented to the budgeting committee of the Session.

G. Special Music

1. The Director of Music is responsible for seeing that there is special music for the worship services during the year. This includes special musical preparation for the special celebrations of the church. Plans for these and other special services should be made in consultation with the Pastor and the involved music groups. These special services include:
 - a. Palm Sunday
 - b. Maundy Thursday
 - c. Easter
 - d. Thanksgiving Eve
 - e. Advent
 - f. Christmas Eve (2 services)
 - g. Any additional services as required

H. Summer Music Ministry

1. Choirs and Bell Choirs do not rehearse during the summer, therefore this position is considered to be a ten-month position. The Director plans the special music during the months of July and August. A summer schedule of special music is developed for worship each Sunday in the summer. This schedule will be planned prior to the summer months with accompanist assigned and arrange for equipment needed for any special music.



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I. Use of Musical talent in the church

1. The Director is to be aware of the musical talent in the church and should encourage expression in both vocal and instrumental areas. In assigning musical opportunities, the director should reach out to the children and youth of the church and non-members of the choirs and worship team to make this opportunity to serve our Lord open to all ages and experience.

J. Instrument Care

1. Report to the Moderator of Worship Committee the condition of the instruments and needs for the maintenance of the church organ(s) and piano(s). The church shall provide the funding for the proper care of these instruments. Guest organists or recitalists shall not be permitted to use the church organ without prior approval by the regular organist.

Employment Termination

- It is expected that the Music Director give notice of termination of his/her employment at least sixty (60) days in advance of the termination. The church shall likewise give sixty (60) days advance notice or sixty (60) days compensation in the event they wish to terminate his/her employment.

Benefits

- A. Vacation** - The Director of Music is allowed to take vacation time up to 4weeks during the year to be taken at his/her discretion, except during major church holidays, including the six noted above. The Music Director will provide coverage in his/her absence either with a substitute choir director or with special music. Absences should be cleared through the worship committee of the Session.
- B. Other** - Additional benefits for this position are not offered other than those mandated by law.

Evaluation

- Annual performance reviews will be coordinated by the Human Resource Committee.

CONTACT INFO:

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