

Director of Music & Organist Job Description First Presbyterian Church, Dalton Georgia

Music is an integral part of the life of First Presbyterian Church. Under the leadership of the clergy, the Director of Music & Organist (DOM) exercises an important ministry that reaches out to the staff, choir, congregation and the community. As a musician, the DOM will be diligent in preparation and performance, and will cooperate with others to provide and enable the highest possible standard of worship. The positions of Director of Music & Organist are combined. This position is Half time.

Duties and Responsibilities

- Meet regularly with the Pastor to facilitate the worship planning and professional collegiality.
- Participate with the church staff, Pastor, and other leaders in facilitating congregational goals, assuming responsibility for the musical component of such tasks as mutually agreed with the Pastor.
- Select, accompany, conduct and provide all choral, vocal, instrumental and service music for worship, and shall, in consultation with the Pastor, choose congregational hymns.
- Plans, accompanies and directs one choral rehearsal per week, and the choral warm-up on Sunday morning.
- Instruct the choir in choral techniques, appreciation of sacred music, leadership and participation in worship.
- Actively recruit new members to the Adult Choir, providing an atmosphere of musical learning, growth and mutual care.
- Oversee Choral scholar program.
- Responsible for hiring of instrumentalists and vocalists.
- Oversight of the maintenance of the music library with assistance of volunteers. The music library is to be in compliance with copyright laws.
- Responsible for Onelicense.net reporting of congregational hymns, songs and service music used in worship.
- Maintain and supervise the maintenance of all instruments and equipment (pianos, choir robes, hand bells, etc.)
- Plan, coordinate and conduct special seasonal worship services such as Lessons and Carols, Christmas Eve, Ash Wednesday, Maundy Thursday, Easter and Taizé services.
- Support and oversee, in consultation with the Pastor, the work of members of the congregation in developing the music ministry in new areas such as a handbell choir, a children's choir or an outreach program to the community.
- Determine and submit, after consultation with the Worship Chair, the annual budget requirements for the music program and administrate the expenditures of the approved budget.
- Arrange for a substitute director and accompanist during any planned absence and develop a list of qualified substitutes.

Weddings and Funerals

- The DOM will provide vocal, instrumental and organ music at weddings held within the First Presbyterian Church, and shall supervise all music presented at weddings.
- DOM shall receive the fee of \$250 for the ceremony. Additional fees may be charged for rehearsal with the soloists and additional instrumentalists.
- The DOM shall provide music for funeral/memorial services held within the First Presbyterian Church, if available at the time of the funeral. The fee for such a service shall be \$200. If the DOM is unavailable to perform, he/she shall assist in the hiring of substitute. Further guidelines are found in the Trellis.

Miscellaneous

- The DOM shall own the copyright of any work composed, created, arranged, or otherwise modified, regardless of whether this was done during the term of this employment and/or at the direction of First Presbyterian Church.
- Permit the DOM to use the church facilities, at no charge, for private voice, piano or organ lessons that are scheduled not to conflict with existing church events.
- Provide an annual allowance for Continuing Education in an amount to be determined annually by the Finance Committee.

Skills and Qualifications

- Bachelor's degree with music major or minor. Equivalent experience and knowledge can be substituted in lieu of this educational requirement.
- Ability to encourage congregational singing in the playing of hymns, skill in playing service music and choral anthem accompaniments
- Knowledge of music theory, including transposition and harmonization.
- Experience and competency directing choirs and instrumental ensembles of all age groups.
- Broad knowledge of sacred music for worship.
- Ability to work well with others, experience as a "team player" and the ability to relate to others with good interpersonal skills.

Employee signature below constitutes employee's understanding of the requirements and duties of the position.

Employee _____ Date _____