

# FIRST PRESBYTERIAN CHURCH

## Manual of Administrative Procedures (MAP)

**Section:** *Job Description* **Version:** *1*  
**Position:** *Director of Music Ministries* **Approval Date:** *6 August 2023*

**Purpose:** To describe the expectations and duties of the Director of Music Ministries so as to enhance First Presbyterian Church's (FPCN) worship of God and its outreach to the community.

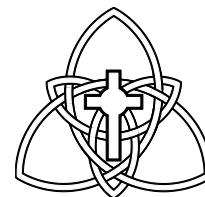
**Accountability:** The Director of Music Ministry is a staff member who reports to the Senior Pastor/Head of Staff and has a working relationship with the Worship Music Team of choral singers and contemporary instrumentalists.

### Primary Responsibilities:

- Lead the creation and fulfillment of a vision for worship music at FPCN that builds on existing capabilities and explores future possibilities, such as children's music and outreach to the greater Newark community.
- Coordinate the efforts of all worship music participants to create a blended worship experience using traditional and contemporary worship music that is consistent with the sermon topic and Biblical texts.
- Select service music (organ or piano repertoire, choral music), advise the Pastor in the selection of hymns, and collaborate with the leader of contemporary music, as needed, in the selection and performance of contemporary worship music.
- Rehearse and conduct the adult choir that leads Sunday worship.
- Play the organ and the piano during worship services.
- Oversee maintenance and tuning for the organ and grand pianos.
- Follow established procedures to prepare an annual music budget for purchases, maintenance contracts (i.e. organ and piano), and other expected expenses of the music ministry for the upcoming calendar year.

### Related Responsibilities:

- Encourage, recruit, and increase participation in music ensembles.
- Attend Staff meetings and Worship Ministry meetings as scheduled.
- Coordinate and maintain a schedule of all musical rehearsals and performances to avoid conflicts with other events in the church facilities.
- Select, acquire, and maintain/supervise the music library, including the lending of music to other churches and choral groups.
- Provide educational opportunities for the congregation to enhance its appreciation for music in the church in concert with the Worship and Learning ministries.



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- Identify and pursue opportunities to expand FPCN's outreach to the community through collaborations with other music organizations to present concerts or participate in worship. Promote and encourage of congregational & community attendance at these special music events or worship services.
- Be available for, or arrange for, an organist/soloist for memorial services and weddings as requested by the Pastor.

### Necessary Qualifications:

- Bachelor of Music preferred.
- Competency in leading hymns and service music on both the organ and piano.
- A knowledge and appreciation of diverse music styles pulling from the best of all music idioms.
- Experience conducting choral ensembles. Demonstrate competence in instructing vocal technique and preparation of choral music.
- Ability to administer the music budget.
- People and networking skills.
- If applicable, demonstrate competence to prepare and conduct FPCN's handbell choir.

### Compensation and Benefits:

- This position is part-time (20 hours per week, 30 hours per week if handbell music is included). Salary is paid semimonthly.
- Compensation will include a stipend to help buy medical insurance. Other benefits will be offered through the Presbyterian Church (USA) Board of Pensions.
- Time Away policies are described in First Presbyterian's Human Resources Manual.
- Compensation for such events as memorial services and weddings will be arranged separately with the requesting party/parties.

Evaluation: Six months after hire; annually thereafter

### Revision History:

<u>Version</u>	<u>Date</u>	<u>Change(s)</u>
1	8/6/23	Initial version