

**Director of Music**  
First Presbyterian Church, Cherryville, NC

**Job Description**  
July 2013 - 2014

**Principle Duties**

Principle duties of the Director of Music include:

1. Directing the choir at 10:55am Sunday Worship service.
2. Rehearsing the choir on Wednesday evening rehearsal.
3. Directing the choir at certain special services during the church year. These services are planned by the Ministry of Praise of the church and normally include: Lenten Renewal Service, Maundy Thursday evening service, Christmas Eve Service, Community Thanksgiving Service, which rotates between area churches. Christmas and Easter Cantata and rehearsals as needed, one noon service during Holy Week, and other services as scheduled by the coordination of the Director of Music and the Ministry of Praise.
4. Maintain an active interest and involvement in the various music ministries.
5. Coordinating with the music council which is composed of the volunteer directors and accompanists.

**Task List**

1. The Director of Music selects, rehearses, and conducts music for the anthem, the call to worship, benedictory response, and the choral selections that pertain to the worship of the church. The Pastor will select hymns for the service.
2. Along with the organist, the Director of Music will act as a consultant when tuning or repair work is necessary for church instruments.
3. The Director of Music is responsible for the maintenance of the music library.
4. The Director of Music will contact the Financial Secretary when unexpected emergencies cause the Director of Music to be absent from a service or rehearsal.
5. The Director of Music will administer the church calendar for all performing groups (vocal and instrumental) as to performance dates, special programs, and long range planning.
6. The Director of Music will attend Ministry of Praise meetings.
7. The Director Music will attend quarterly planning meetings with the Pastor.

**Work Hours**

Wednesday evening: Choir rehearsal 7:00pm – 8:30pm.

Sunday morning: Morning worship services and choir warm-up 10:30 – noon

Ministry of Praise: 2<sup>nd</sup> Sunday at 2 p.m. or as needed

Special Events: Time as needed

**Vacation**

Two weeks with compensation (Sunday and Wednesday = 3 hours/week).

**Personal Days**

Two weeks yearly with compensation (Sunday and Wednesday = 3 hours/week).

**Compensation**

The Director of Music earns a yearly salary paid on a monthly basis. The amount is set yearly by the Session.

**Unscheduled Absences**

When an absence is necessary because of sickness or other reasons above the allotted vacation days, personal days or continuing education days per calendar year, pay for a substitute will not be deducted for director's salary. However, the Director must pay the substitute within one week after receiving his/her monthly check.

**Budget**

Budget allotments are set for each year through the Ministry of Praise. If any additional money is needed for special purposes, the Director of Music should ask the Ministry of Care for Church Professionals for assistance.

**Problems**

If any problems occur or questions arise concerning the Director of Music's duties, the Director of Music should contact the Ministry of Care for Church Professionals. The Ministry of Praise has overall responsibility for music and worship of all special performances.

**I have read and understand each of the items stated in the job description for Director of Music and agree to fulfill my duties and tasks.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_