

SEEKING A MUSIC DIRECTOR

Presbyterian Church of the Master is seeking a director of music to provide a variety of musical opportunities for worship. The candidate needs a degree in music, and to be creative, imaginative, fun, highly motivated and an active Christian with an appreciation for the Reformed Tradition. They should be organized and be able to plan a monthly schedule of weekly performances, in coordination with the pastors. This position is currently a .75 FTE position where present responsibilities include directing chancel choir, leading children and youth music/programs, and supervising other PCM music groups. In the right circumstances, however, PCM is willing to consider splitting responsibilities between multiple individuals. Please contact Pastor Robert Keefer (402) 498-0871 or robert.keefer@pcmwindow.org.

Presbyterian Church of the Master Job Description

Position: Director of Music

Accountable (Reports) To: Pastor/Head of Staff

Purpose:

To provide a variety of music opportunities for congregational sharing and fellowship as well as to provide weekly offerings to aid in the worship of God

Education and Experience:

- College degree in the field of music
- Previous experience in religious music
- Prior experience directing a church music program is preferred

Knowledge, Skills, and Abilities Required:

- Knowledge of a variety of religious music
- Active Christian person with an appreciation of the Reformed Tradition and PCM's forward-thinking expression of that tradition
- Creative, imaginative, and a highly motivated self-starter
- Strong recruitment skills and ability to gain the support of volunteer musicians
- Good verbal and written communications skills
- Ability to organize, plan, and supervise
- Piano proficiency preferred but not required

Responsibilities:

- Coordinate the overall music program of PCM including maintaining music staff
- Direct the Chancel Choir and direct/supervise the other PCM choirs
- Attend committee meetings and staff meetings as needed
- Supervise music for Sunday school and other children and youth opportunities
- Plan a monthly schedule with a detailed schedule of weekly performances
- Maintain music library (traditional and contemporary) and musical equipment
- Submit a music program budget annually to the Worship Committee
- Prepare vouchers for payment of substitute musicians and music expenses
- Submit information for the weekly bulletin and articles for the PCM Voice as needed
- Perform other such duties as assigned

Hours:

This is currently a 0.75 FTE position

Benefits:

Paid Days Off (PDO's) as specified in the Personnel Manual

Approved: April 18, 2017