

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