

Job Description: Minister of Music

TITLE **Minister of Music**
University Presbyterian Church
Buffalo NY

PURPOSE To provide quality music which will enhance the congregation's worship of God

RESPONSIBILITIES

1. Plan, prepare, and play organ and piano music appropriate for Sunday worship service(s), other seasonal worship services, funerals, and weddings.
2. Rehearse and conduct adult choirs.
3. Be responsible for arranging for qualified substitutes when absent.
4. Facilitate scheduling for choir(s) and encourage formation of diverse music groups.
5. Within budget constraints, be responsive to the musical needs and desires as expressed by the congregation, worship leaders, choir(s) and worship teams. (Major works, concerts, etc.)
6. Attend Worship Committee meetings as needed.
7. Function positively as a staff member and meet with head of staff for planning as needed.
8. Enlist and retain choir members, including paid section leaders.
9. Arrange for soloists and groups for church services.
10. Be responsible for music library and music purchases.
11. Oversee and schedule maintenance and repair of organ and piano(s).
12. Submit annual budget requests to the Stewardship Committee for the church's music program.
13. Perform other related duties as assigned.

QUALIFICATIONS

1. Ability equivalent to AGO Choirmaster Certificate
2. Ability to interpret, teach, and conduct music.
3. Acceptance of a philosophy of church music congruent with that of University Presbyterian Church.

RELATIONSHIPS The position is hired by the Session.
The individual relates to the Worship Committee but will be managed primarily by the Head of Staff in cooperation with the Personnel Committee.

EVALUATION An annual performance review will be conducted by the Personnel Committee, which will also review the salary on an annual basis.

OTHER This position is a part time position, 12-15 hours per week.
Annual vacation consists of 30 days (4 Sundays)