

PROVIDENCE PRESBYTERIAN CHURCH OF BUSTLETON

MUSIC DIRECTOR

PURPOSE: To plan and coordinate with the Pastor, the music program of the church.

ACCOUNTABILITY: Accountable to the Pastor as head of staff.

QUALIFICATIONS:

- Experience with directing choirs
- Bachelor of Arts or Associates Degree in Music
- Ability to accompany choir on the piano
- Experience with additional instruments preferred
- Ability to accompany congregation's singing of music on organ

RESPONSIBILITIES:

- Plans, coordinates and directs the choir and special music for regular Sunday services and special services as necessary. The Pastor is responsible to select chosen hymns in advance.
- Plans, prepares and plays organ music appropriate to each service of worship, including the prelude, interlude, postlude and other music as required.
- Arranges for soloists and special music.
- Provides accompaniment as required.
- Arranges for a substitute when unable to be present.

RELATIONSHIPS:

- Pastor as head of staff
- Personnel committee
- Worship and Music Committee
- Administrative Assistant

** Holds right of first refusal at weddings and funerals

COMPENSATION: Nine hours a week which includes:

- two Sunday services weekly, rehearsals, preparation and practice time
- plays for special services
- two paid Sundays off per year as approved by the Pastor as head of staff

EVALUATION: The Pastor as head of staff, Personnel and Worship and Music Committees will conduct annual performance reviews. The Personnel Committee will review the adequacy of compensation on an annual basis.