

Position Description

DIRECTOR OF MUSIC MINISTRIES First Presbyterian Church, Winter Haven

The primary role of the Director of Music Ministries shall be to administer the church music program, and to maximize this position's great potential for a spiritual ministry among all the people with whom he/she works. The Director serves as a key member of a team ministry, led by the senior pastor and including other members of the program staff and the support staff. The Director is under the supervision of the senior pastor, as head of staff, and accountable to the session.

An annual compensation and performance review will be conducted by the Personnel Committee and Senior Pastor as Head of Staff.

RESPONSIBILITIES:

1. Choir Director
 - a. Direct and supervise the organization and development of all church choirs.
 1. Children's Choirs
 2. Youth Choir
 3. Adult Choir
 4. Hand Bell Choirs – Beginners/Advanced Ensembles
 - b. Oversee
 1. Music library.
 2. Music filing system.
 3. Choir robes.
 4. Rosters and mailing lists.
 5. Scheduling of maintenance for church instruments.
 - c. Provide leadership in choir recruitment.
 - d. Plan, attend and direct choir retreats for all choirs whenever appropriate.
 - e. Supervise the establishment and maintenance of an audio library (records, tapes and CDs), strictly adhering to all copyright laws.
 - f. Consult on music program for Vacation Bible School (as requested).
 - g. Encourage and develop voices in both the adults and children to participate in all music programs.
2. Church Organist
 - a. Responsible for music at all worship services.
 - b. Oversee the use of the organ at all special services and events, e.g., weddings, funerals, community services, etc.
 - c. Responsible for scheduling and the use of all church musical instruments. This includes keys, access, rehearsals, recitals, etc.
 - d. Rehearse and work in organ and piano to maintain skills and technique and learn new repertoire.

3. Worship Services
 - a. Assist the ministers in worship planning, giving due consideration to the liturgical calendar as well as secular events.
 - b. Responsible for the special music for all services, e.g. anthems, small groups or ensembles, instrumentalists, etc.
 - c. Handle all correspondence between church and artist(s) with regard to fees, programs/bulletins, and all other arrangements.
 - d. Lead congregational singing.
 - e. Help the congregation develop an appreciation of excellent sacred music.
4. Budget
 - a. Together with the Worship and Music Committee, develop a responsible budget for the total music ministry.
 - b. Keep accurate and detailed records of all phases of the church music program.
 - c. Observe church guidelines for acquisitions of goods and services.
5. Churchwide and Administrative
 - a. Meet regularly with the Worship and Music Committee and other committees deemed appropriate by the senior pastor.
 - b. Participate in staff meetings at which the overall church program, as well as specific events, will be coordinated.
 - c. Cooperate and serve as a resource person for church music ministries with other church committees and with Session as needed and/or requested.
 - d. Perform other duties as may be assigned by the pastor.
6. Develop and administer a church concert series.
 - a. Lead the Worship and Music Committee in planning programs and budget.
 - b. Oversee welcoming and hosting artists.
 - c. Responsible for all correspondence as well as fees, programs, bulletins, etc.
 - d. Oversee publicity for the series.
7. Community Involvement/Outreach
 - a. Facilitate cooperative collegial relationships with area church musicians.
 - b. Work with and support community musical organizations (sacred and secular) as a bridge between First Presbyterian Church and the community.
 - c. Be open and available to such community involvement as time permits.