

## Director of Music Ministries Grace Presbyterian Church August 2013

**Reports to:** Pastor/Head of Staff  
**Hours:** 40 Hours Per Week  
**Classification:** Full-time Salary, Exempt  
**Benefits:** Eligible for Affiliated Health Benefits as outlined in the Human Resource manual for a Director status

**Responsibilities:** The Director of Music Ministries at Grace Presbyterian Church is responsible for multiple musical groups of various styles and various skill levels. This position is also a supervisory role with several paid positions who answer to the person in this position. The job requires a considerable amount of problem solving, creativity, administration and artistic expression in what is a vital component of the Grace experience: worship, music and the arts. In addition, this person must be able to work with a variety of personality types, with particular attention in helping us expand our music program beyond its current options.

### Specific Tasks & Areas:

1. Sunday morning youth choir direction
2. Sunday morning adult choir direction
3. Worship planning with Senior Pastor
4. Music staff supervision & evaluation
5. Supervise music volunteers including choir council and sacristy guild
6. Handbell choirs supervision
7. Sunday morning praise team supervision
8. Youth Choir Tour administration & participation
9. Wedding & Funeral music administration
10. Sound Team supervision
11. Budget planning for Worship & Music ministries
12. Seasonal/special services planning
13. Creation of additional music opportunities at GPC (orchestra, new service musicians, etc)

### Required to be the Music Director at GPC:

*Administration:* attention to detail, planning

*Deadline management:* anticipating needs, planning proactively

*Music Direction:* choral direction

*People skills:* must be able to facilitate ministry needs by working with a wide variety of personality types

*Supervisory skills:* evaluation and supervision of music staff

*Education:* college degree

Employment requires approval by HR team, a complete background check, and acceptance of an official offer from Grace Presbyterian on church letterhead.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Sunday morning youth choir direction: Currently we have around 75 students (grades 6-12) who sing in the 9:30 AM contemporary service. Rehearsals are Sunday evening, with a final rehearsal on Sunday morning before the service. Student attendance is linked to their participation on choir tour, thus the need to keep accurate records.
2. Sunday morning adult choir direction: Currently we have around 40 adults who sing in the 11:00 AM traditional service; rehearsals are Wednesday evenings; final rehearsal takes place on Sunday morning before the service. They have their own traditions to be learned. Keeping track of who is in the choir by vocal position is needed.
3. Worship planning with Senior Pastor (includes seasonal/special services): The Pastor and Music Director meet weekly to confirm the order of worship and briefly discuss coming worship events. Monthly meetings confirm long range plans and discuss new opportunities.
4. Music staff supervision & evaluation: Paid staff and volunteers should be evaluated at least annually with a standard agreed upon by the Senior Pastor and Human Resources. Paid staff include: Children's Music Director, Organist/accompanist, Handbell Music Director, 9:30 Worship Leader, Gathering Worship Leader.
5. Supervise music volunteers including choir council and sacristy guild: These groups meet occasionally throughout the year. The Music Director is expected to attend and plan the agenda as needed. Other individual volunteers include music librarians and youth choir parent volunteers.
6. Handbell choirs supervision: Currently we have four bell choirs, one adult, two student, and one for children. The children are directed by the Children's Music Director. The other three choirs are directed by the Handbell Music Director.
7. Sunday morning praise team supervision: There are currently two praise team groups led by paid staff members. Their music selection process needs to be coordinated, new music should be introduced intentionally, and teams should be evaluated at least twice per year.
8. Youth Choir Tour administration & participation: The youth take an annual 7 to 10 day trip around the country as a mission trip. They have several large fundraisers throughout the year, which includes a talent show. This is a significant element in the youth ministry department. Volunteers are heavily involved in planning and coordinating all aspects (fundraising and trip planning) of the choir tour.
9. Wedding & Funeral music administration: The Music Director is given first opportunity to play funerals and weddings as needed. If unavailable, it is the Music Director's responsibility to provide alternative musicians for the wedding/funeral. The Music Director should work with the Wedding Planner and Funeral Coordinator to ensure our policies about these services are up to date.
10. Sound Team supervision: Currently there are a collection of individuals who volunteer their time. A process of evaluating the sound, creating policies, and providing feedback is needed.
11. Budget planning for Worship & Music ministries: The budget process for GPC takes place at the end of the calendar year. Budgets are planned based on stewardship season results. The Music Director is responsible for preparing the budget and monitoring budget usage of all music/worship ministries.
12. Seasonal/special services planning: There are several services that occur throughout the year which require leadership by the Music Director. Ex: Annual Christmas concert, Easter, Palm Sunday, two combined worship services on low attendance Sundays, etc
13. Creation of additional music opportunities at GPC (orchestra, new service musicians, etc.)

The person who holds this position will be evaluated on these areas of responsibility (1-13) and his/her ability to effectively grow our music ministry. There is a long history of music excellence at Grace, so consideration will be taken in the first year of transition.

The employment evaluation period will include a "First 90 Days" series of meeting with the Senior Pastor, to include an agreed upon set of standards by which the applicant will be evaluated.