**DIRECTOR OF MUSIC**

**Job Description**

**First Presbyterian Church of Laurens, SC**

**PURPOSE**:

The purpose of the Director of Music is to help musicians and the congregation grow as disciples of Jesus Christ through worship and music, understanding that while worship through music in the Reformed Church is not “performance” for the sake of performance, it is an offering to God and we should therefore always offer our best and strive for excellence.

**JOB DESCRIPTION**:

The Director of Music is responsible for directing the Chancel Choir as well as developing and supporting all aspects of the music program including supervision of and/or directing (as necessary) the children’s choirs. Encouraging, supporting and facilitating all musical talents present in the congregation are essential to this role.

This is a part-time position and salary is negotiable, depending on qualifications, experience and ability to perform as principal organist as well as Director of Music if required.

This position is under the direct supervision of the Senior Pastor as well as the Worship Committee of the Session.

The following is a general summary of responsibilities; actual responsibilities may change over time, to accommodate new programs or staff changes.

**Qualifications** (Education/Background)

1. Must feel “called” by the Lord to do His work.
2. Have a passion for the staff position (job), and growing disciples
3. Bachelor Degree or higher in some area of music preferred.
4. Previous significant, successful experience in church music.

**Specific Knowledge and Skills**

1. Communication skills, relationship building skills, belief in teamwork and an inclusive and supportive leadership style.
2. Working knowledge of choral rehearsal techniques and conducting.
3. Skill and experience in piano and organ performance preferred.

**Responsibilities**

1. Chancel Choir - Conducting and leading the church’s Chancel Choir is the primary responsibility of the Music Director. This includes music planning, recruiting members, oversight of regular rehearsals, the preparation of the choir for their participation in the church’s Sunday morning worship, organization and leadership for special choral events and conducting the Chancel Choir during the Sunday morning worship. Selections of music for use during the Worship Services should be done in coordination with the Senior Pastor.
2. Oversight of the Church’s Musician(s) - The church’s musicians are under the direction of the Music Director. While the Administration, Personnel and Finance Committee (“APF”) of the Session and the Senior Pastor shall be responsible for hiring, setting salaries and dismissal of all paid staff, including paid musicians, they shall look to the Music Director for guidance, counsel and support in these matters when these actions relate to musicians.
3. Special Events Certain seasons and holidays are particularly significant in the life of the church and may call for special musical activities. At such seasons and events, the Music Director should be prepared to offer advice and counsel to the Senior Pastor with regard to appropriate musical services both within and outside the context of a regular Sunday Worship Service. The use of such services shall be given approval by the Senior Pastor in advance of their presentation to other groups within the church.
4. Summer Choir Break: The Chancel Choir normally takes an annual break from rehearsals and performance during a 4 – 6 week period around the month of July. It is the responsibility of the Director of Music to provide suitable special music during the month by arranging solos, quartets, or other music during this time.
5. Music, Records and Instrument Maintenance and Budget - The Music Director shall be responsible for the purchase, care and filing of music for the church. They shall annually present a budget to the church’s APF Committee that should include funds for the purchase of said music. The Music Director will be assisted by a volunteer Choir Librarian, the recruitment and supervision of whom is the responsibility of the Music Director. The Music Director shall be responsible for preparation of a budget for all the church’s music needs. This shall include music purchases, instrument care and maintenance, office supplies for the music department, instrument purchases and all other associated expenses. This budget shall be provided to the APF Committee at the date specified by that committee.
6. The Director of Music will be primarily responsible for the oversight and support of all musical endeavors of the church. This includes facilitating and coordinating the use of facilities and instruments when desired by sanctioned church organizations in accordance with Church Policy and Procedures. This may also include performing on the organ (if also serving as organist) or piano during weddings, funerals or other events held in the church if requested to do so or coordinating with other performers on behalf of the church if necessary.

This Job Description is a product of the Session of First Presbyterian Church of Laurens and the duties and responsibilities described herein may be amended by the Session at its sole discretion.

Correspondence and questions may be sent to email address [fpclaurens@gmail.com](mailto:fpclaurens@gmail.com) or call the Church office at 864-984-6561 and someone will return your call.