



STAFF POSITION DESCRIPTION

Director of Music

Approved: May 14, 2015

Category: Salaried, 32 hours

Weekly Schedule: Sunday mornings, Wednesday evenings and other time as required including at least one full or partial day each week when he/she is normally available on campus for interaction with members. As a general rule, a work week will be considered 5 days per week.

Purpose: To help enable and assist Eastminster Presbyterian Church and its members in the pursuit of its vision, programs and ministries.

Accountability: Primarily accountable to the head of staff as supervisor and secondarily to the worship committee.

Primary Responsibilities:

1. Develop and direct opportunities for members and friends of EPC to grow and express their Christian faith through music and the arts.
2. Recruit, develop the gifts of and provide leadership to volunteers in the music program.
3. Administer the communication and scheduling logistics of the music program.
4. Work with the appropriate committees to insure the repair and maintenance of church musical instruments.
5. Manage the music portion of the Worship budget.
6. Oversee and maintain the music library in an efficient and organized manner.
7. Enable, assist and encourage the development of new and expanded music programming.
8. Communicate information and opportunities to the membership through various media, including the website.
9. Monitor copyright licensing and advocate procedures that avoid copyright infringements.



STAFF POSITION DESCRIPTION

Director of Music

Approved: May 14, 2015

Primary Tasks:

1. Assist the Worship Committee moderator(s) in the development of the music budget.
2. Assist the Pastor and Worship Committee in the planning and coordination of music for Worship Services.
3. Conduct the musical contributions and direct the rehearsals of the choirs in a manner that advances a high level of worship leadership.
4. Conduct and direct the rehearsals of other music ensembles or soloists as needed.
5. Prepare and provide organ/piano accompaniment for Worship Services, including weddings and funerals.
6. Direct the music portion of the Sunday school program.
7. Consult with other music leaders to coordinate performance schedules and use of resources.
8. Submit weekly Worship music selections and announcements to the Pastor and/or the Administrative Manager for inclusion in the Order of Worship and Bulletin.
9. Submit monthly report to and attend the Worship Committee meetings.
10. Attend and participate in staff meetings.

Accommodations:

1. Must be able to attend evening meetings and rehearsals as needed.

Approved by Session June 22, 2015.