

Fellowship Presbyterian Church
Manual of Administrative Operations: Policies, Procedures, and Organization By-Laws
Approved by Session December 17, 2015
Revised and Approved by Session on December 22, 2016

JOB TITLE: Pianist/Director of Inspirational/Gospel Choir

SUMMARY: The Pianist/Director of the Inspirational/Gospel Choir functions under the supervision and direction of the Director of Music Ministry, the pastor, and the Worship Ministry Team. The Pianist/Director of the Inspirational/Gospel Choir may conduct and play for one or more choirs by providing music for worship services and church events. The Pianist/Director of Inspirational/Gospel Choir recruits, trains, motivates, and nurtures participants in using their talents and spiritual gifts. The Pianist/Director of the Inspirational/Gospel Choir develops, coordinates, and presents seasonal and special musical and dramatic programs in accordance with the liturgical calendar.

This is an at-will position and benefits cannot be accrued.

ESSENTIAL DUTIES:

- Attends and plays the piano/organ for the first, second, and third Sunday worship services and other special services as requested (Easter, Revival, Anniversary, Christmas), and on occasion fifth Sunday as deemed necessary, without additional compensation
- Plays and directs the Inspirational/Gospel Choir for third Sundays
- Schedules and conducts rehearsals in preparation for third Sunday services
- Plans and conducts various genres of music in coordination with the pastor and lectionary readings
- Attends all staff meetings as requested
- Maintains a music library for the Inspirational/Gospel Choir in cooperation with the Director of Music Ministry
- Recommends music and music supplies for the music program in consultation with other music staff
- Recruits and trains members to participate in the Inspirational/Gospel Choir
- Provides musical selections for third Sunday bulletin to the church office no later than Wednesdays by noon
- Performs duties as appropriate and assigned
- Notifies the Director of Music Ministry in anticipation of absence

RELATIONSHIP/CHARACTERISTIC REQUIREMENTS:

To have successful job performance, an individual must:

- Work in close harmony with the Director of Music Ministry, the Pastor, and Worship Ministry Team and be able to interpret, and implement their worship objectives and desires into meaningful and musically inspiring services
- Have a general knowledge of the Presbyterian Directory for Worship (*found in the PCUSA Book of Order*), particularly the first three (3) chapters
- Be deeply committed to, and active in, the Christian faith

- Recognize that “worship” means above all to glorify God
- Possess a pleasant personality and be comfortable with appearances before large audiences
- Exhibit a commitment to excellence
- Manifest effective communication skills
- Show a willingness to learn and work with the Presbyterian form of church government
- Illustrate the capability of developing and implementing realistic goals and seeing them through to completion
- Have interpersonal skills and effective communication skills with individuals as well as with groups and large audiences
- Exhibit the ability to read and play music

EDUCATION/EXPERIENCE:

A combination of education, training, and experience in music with documented experience in musical performance and in successfully conducting musical groups and presenting comprehensive musical/dramatic productions may be substituted for a B.A. or Masters degree in music.

ANNUAL REVIEW:

A review will be conducted each year to evaluate the employee’s performance.