

Director of Music Ministry Position Description

Fellowship Presbyterian Church

3406 Meridian Street
Huntsville, AL 35811

SUMMARY:

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

ESSENTIAL DUTIES:

- Attends and plays for all worship services and church events (funerals, programs, etc.) except those assigned to other music personnel
- Supervises all other musical personnel (pianist, Children's/Youth Choir Director, Assistant Children's/Youth Choir Director, and Liturgical Dance Coordinator)
- 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 all adult music programs
- Keeps music areas clean (i.e. choir area, practice area) while ensuring that hymnals and other music are properly stored
- Purchases music and supplies for the music ministry in consultation with other staff
- Recruits members to participate in the music programs
- Oversees the care and maintenance of choir robes and music equipment
- Submits budget recommendation to Worship Ministry Team
- Recruits and trains members for the adult choirs
- Ensures that a musician is available for all services
- Provides musical selections for Sunday bulletin to the church office no later than noon on Wednesdays

RELATIONSHIP/CHARACTERISTIC REQUIREMENTS:

To have a successful job performance, an individual must:

- Work in close harmony with the pastor and Worship Ministry Team and be able to interpret and implement their worship objectives and desires into meaningful and musically inspiring services
- Work in a professional manner with pastor, pianist, Children's/Youth Choir Director, the Assistant Children's/Youth Choir Director, Liturgical Dance Coordinator, and the Youth Ministry Team
- Have 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
- Display a pleasant personality and be comfortable appearing before large audiences
- Understand the oversight, management, and direction of a variety of Christian musical styles and groups
- Possess a commitment to excellence
- Demonstrate effective communication skills
- Demonstrate a willingness to learn and work within the Presbyterian form of church management
- Manifest the capability of developing and implementing realistic goals and seeing them through to completion
- Exhibit interpersonal and effective communication skills with individuals as well as with groups and large audiences
- Illustrate the ability to read and to play music (The ability to play ‘by ear’ is desirable.)

EDUCATION/EXPERIENCE:

A bachelor’s degree in music or its equivalent is required and 2-4 years of choral experience in a medium-sized church are preferred. A combination of education, training, and experience in music with documented experience in performance and in successfully conducting musical groups and presenting comprehensive musical/dramatic productions may be substituted. Training as a director of a music ministry and experience directing adult and children’s choirs are preferred.

Qualified candidates should possess skill in working in children and adult environments, conducting ability, organ and piano playing, vocal technique/performance, creative thinking, and have interpersonal skills.