Job Description
Director of Music
Christ Presbyterian Church
Camp Hill, Pennsylvania

POSITION DESCRIPTION

The Director of Music has a commitment to Jesus Christ as Lord and Savior. The Director of Music is responsible for planning and leading the church's music program, including providing piano and organ music during services, directing the sanctuary and hand bell choirs, providing guidance for the children's choir and occasionally providing special musical presentations as warranted.

QUALIFICATIONS

The Director of Music shall have a Bachelor's Degree in Music or equivalent training and experience. The Director of Music must obtain the child abuse clearances as outlined in the Safe Church Policy.

Desirable skills include:

- Be a trained and experienced choir director.
- Be an enthusiastic and collaborative staff member.
- Be open to creativity, innovations, and variety of music (i.e. gospel, traditional hymns, classical)
- Be a proficient pianist and organist
- Understand and embrace that, in the context of a worship service, music is not a performance but rather a form of ministry
- Have professional, but realistic, standards for musical participation by the congregation

TERMS OF EMPLOYMENT

The Director of Music is a part-time position with an expectation of an average of 25 hours per week (will vary during the church year) and a salary of $26,000. The Director of Music is employed by the Session of Christ Presbyterian Church and is accountable to the Session through the Pastor/Head of Staff and the CPC Worship and Music and Personnel Committees. The Director of Music is expected to work an average of 25 hours per week, although the exact number of hours worked any given week will vary according to the church year. The Director of Music is subject to the personnel policies as outlined in the CPC Employee Manual.

RESPONSIBILITIES

The Director of Music's duties and responsibilities include, but are not limited to, the following:

1. Coordinate with the clergy, staff, and Worship and Music Commission in the general planning and leadership of the church's music program, meeting regularly with the Pastor and serving as an official member at quarterly meetings of the Worship and Music Commission.
2. Provide, or arrange a substitute to provide, organ/piano/keyboard music and direct the choir(s) at Sunday morning services. During the summer months, provide soloists or ensembles for services.
3. In consultation with the Pastor, select appropriate organ/piano/keyboard and choral music for each service and submit music titles and information to the church Administrative Assistant in time for inclusion in the weekly bulletin.
4. Excluding the church's single-service season, prepare the sanctuary choir, through weekly rehearsals, for its participation in Sunday worship service and the hand bell choir for periodic participation in the Sunday worship service.
5. Provide appropriate music for holiday services (i.e., Maundy Thursday, Good Friday, and Christmas Eve).
6. Provide, or help arrange to provide, appropriate music for weddings, memorial services and funerals held in the church as provided for in the CPC Operational Manual.
7. Adhere to the Safe Church Policy and ensure all who work with children and youth as part of the music program adhere to Safe Church Policy.
8. Propose and submit to the Worship and Music Commission, the annual music budget for new sheet music, organ and piano maintenance, and other required expenditures. Maintain an up-to-date inventory of music department materials and equipment.
9. Within budgetary allotments, purchase all necessary music and music supplies and hire vocal and instrumental soloists. Arrange for the tuning and maintenance of the piano, organ, other Church-owned musical instruments, and oversee cleaning of choir robes as necessary.
10. Pursue regular opportunities for professional development with the approval of the Head of Staff.
11. Contribute positively to the output of the church core staff and programs through communications and participation in relevant staff, commission and committee meetings.
12. Create and maintain an atmosphere that will continually attract new choir members and musicians and retain current members.
13. Participate in the development of performance goals as part of annual performance evaluation process.

14. Perform other duties as may be periodically assigned by the Pastor or Session.

BENEFITS

Vacation, holidays, personal days and sick days are pro-rated according to length of employment. Health benefits are not included.