

THE PRESBYTERIAN CHURCH IN ORLAND PARK

JOB DESCRIPTION

POSITION: Director of Music

DATE: November 2021

JOB CODE: Part-time exempt (10 hours/week)

REPORTS TO: Senior Pastor

Part-time exempt (4-5 hours/week) Children's Music Ministry

JOB SUMMARY

Lead and coordinate the church's music ministry, serving with vision and passion in a music ministry for all ages. The Director of Music will serve as organist, adult choral director, youth choir director, senior hand bell choir and youth handbell choir. Our vision is that all may grow spiritually, share their music in worship, experience the joy of making music, and encourage others to become part of it. (10 hours/week)

We offer, at additional compensation, the vision of developing and maintaining a youth music ministry. This could include but not be limited to, youth choir, handbell choir, instrument, percussion, vocal music, contemporary music leadership, liturgical dance and consideration of any other form of music that would involve our youth. (4-5 hours/week)

Responsibilities -- Music:

1. As part of a team, and acknowledging the need for flexibility, work collaboratively with the Pastor and Worship Committee to reach consensus regarding themes of worship, the liturgical calendar, musical suggestions and scheduling of anthems. Ultimately, the Senior Pastor will make the final decisions.
2. Prepare, accompany and direct the adult choir and soloists by holding weekly rehearsals (and others as needed) to provide appropriate music for Sunday and special services of worship and special events.
3. As organist, lead, accompany and encourage congregational singing of hymns and responses enhancing them with alternate harmonization's, unique introductions, descants and/or instruments.
4. Plan, prepare and play organ or piano music appropriate to each Sunday service, any mid-week service, and all special worship services, to include prelude, introit (sometimes), offertory (sometimes), Communion music and postlude. Use piano or keyboard for underscoring prayers or readings at the discretion of the Senior Pastor.
5. In cooperation with the Worship Committee and Pastor, provide special music such as additional vocalists or instrumentalists throughout the year, including special choral presentations during Advent and Lent.
6. Encourage participation of talent within the church family, using soloists and instrumentalists. Encourage involvement of choristers and youth musicians through solo opportunities and with instruments.

7. Minister to the special needs of singers and ringers being mindful of their range of experience and vocal or ringing skills, being mindful of their status as volunteers through caring and motivational leadership.
8. Promote music programming growth through special invitation, encouragement and interaction with adults and youth, both within the congregation and in the community.
9. Oversee, navigate and maintain the music library, adhering to copyright law. With Worship approval, purchase and inventory music and supplies utilizing an electronic filing system.
10. Coordinate the maintenance of piano, organ, instruments, bells and chimes seeking repairs and piano tuning as needed. Consult when needed with Rogers Organ regarding full organ and midi capabilities.
11. With Worship Committee support, secure approved substitutes for vacation and emergencies
12. When attending professional development opportunities, incorporate gained workshop knowledge into worship planning
13. Prepare appropriate music for weddings and funerals for additional compensation
 - a. Church organist has right of first refusal for all wedding and funerals.

Church will, as able,

- **Fund music purchases, guest instrumentalists, working space, needed supplies and office assistance.
- **Support and encourage time, talents, willingness to try new ideas, and forms of musical expression.
- **Provide funds for continuing education opportunities per yearly budget allotment

Core Competencies

- Demonstrated ability to play organ, piano and direct choir/bells, accompany musicians
- Experience in worship setting, including performing a diversity of musical genres
- Understand how music contributes to the flow and meaning of worship
- Knowledge of music, church hymnody and liturgical calendar
- Strong planning and organizational skills
- Understanding of the need for and creation of strong interpersonal relationships with all ages
- Willingness to work as part of a team

Time Commitments:

- Choir season runs from September through early June with adult choir providing music and leadership in congregational singing at most Sunday services and Youth music contributions at least once per month
- Senior bell program rehearses September through May and plays approximately once each month
- Meetings with Pastor and/or Worship Committee, personal practice and preparation time as needed.

TO APPLY:

Send a cover letter, resume and a plan of action on how you would develop a children's music ministry to preschurchop@comcast.net