

## *Second Presbyterian Church* *Director of Music Ministries*

**Date Job Description Approved by Session:** \_\_\_\_\_

**Overview:** The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL: [https://www.growwithsecond.org/files/ugd/f84825\\_c333757ad6f64a4cb75032058243b74e.pdf](https://www.growwithsecond.org/files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf)

**General Position Description:** The Director of Music Ministry (Employee) will carry out a ministry by performing specific tasks related to the church's musical programs . This is a part-time position.

### **Minimum Qualifications:**

1. Highest standards of ethics and accountability.
2. Personal maturity, sound judgment, ability to work independently, ability to work well with volunteers, willingness to work with the Pastor and other ministry staff.
3. Proficiency using email, personal computer, and software listed above.
4. Available to meet during normal business hours; able to meet during evening meeting hours.
5. This person does not need to be an active member of Second Presbyterian Church.

### **Responsibilities:**

Develop, administrate, perform, and organize all activities and decisions concerning the church's music ministries

### **Specific Duties and Tasks include (but are not limited to):**

#### **A. Administration**

- a. coordinate and plan with the pastor all music for worship
- b. coordinate soloists or other special music, including small ensembles (both traditional and contemporary) to enhance worship
- c. maintenance of instruments
- d. communicate with staff, choirs, parents, and session committees
- e. participate in the budget development process and monitor expenses
- f. participate in staff meetings
- g. network with and hiring professional musicians;
- h. ensure correct licensing for all situations
- i. work cooperatively with the Tech Operations Ministry and Facilities Manager

## **B. Development of Musicians and Choirs**

- a. organizing choirs and musicians for participation at Second Pres
- b. recruiting participants
- c. selecting music
- d. arranging music
- e. planning rehearsal strategy
- f. rehearsing
- g. conducting

## **C. Performance**

- a. serving as the principal musician for the congregation— especially organ and piano.
- b. provide vocal and instrumental music as needed,
- c. collaborate with other volunteers and paid musicians participating at Second Pres

## **D. Activities:**

- a. 1 Sunday morning blended worship service (2 on Easter), year-round
- b. 1 adult bell choir during the program year
- c. 1 adult vocal choir during the program year
- d. CYF Music for JAM - program year, lead/teach music that equips children to worship through music (10-15 mins Sunday morning)
- e. 1 children's ensemble (vocal/bells/instrumental) during the program year
- f. Special worship services: e.g. 2-3 services on Christmas Eve, Ash Wednesday, Maundy Thursday
- g. Summer musical opportunity for children as need is identified in cooperation with CYF, lead pastor and parents
- h. Music for weddings and funerals when employee is available to do so. This work is outside of normal work hours and compensation. Compensation is provided by the family.
- i. Employee may use the church building and facilities for teaching private lessons.

## **Conditions and Terms of Employment**

### **Requirements of all Staff**

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

**Hours:** This is a salaried position. The employee in this position will manage their schedule to work an average of 20 hours per week throughout the year.

**Work Environment:** To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance,

conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

**Performance and Compensation Evaluation:** Regularly at the discretion of the Personnel Committee.

**Other Financial Compensation:** as negotiated.

**Pension/Retirement Savings:** There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

**Health or Other Benefits:** Please refer to the Employee Handbook

**Overtime/Comp Time:** This position is salaried.

**Vacation:** Please refer to the Employee Handbook

**Sick/Personal Days:** Please refer to the Employee Handbook

**Holidays:** Please refer to the Employee Handbook

**Continuing Education Leave and Funds:** Please refer to the Employee Handbook

**Professional Expenses:** Please refer to the Employee Handbook

**Termination:** Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

**Supervision/Reporting:** Lead Pastor/Head of Staff.

**Revisions to this Job Description:** This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.

