

# THE PRESBYTERIAN CHURCH OF RADFORD

## POSITION DESCRIPTION

### **Job Title: Director of Music**

#### **I. PURPOSE:**

The Director of Music is to provide training and coordination for the music program of the Presbyterian Church of Radford worship services. This is a 12-month position.

#### **II. QUALIFICATIONS:** Must have musical ability to lead and direct the choir members and accompanist(s). A background in church choir music is preferred.

#### **III. ACCOUNTABILITY:**

1. Employment through the Session of the Presbyterian Church of Radford. With employment, salary and job performance recommended by the Worship Committee to the Human Resources Committee.
2. Administration supervision on a weekly basis by the pastor as head of staff, in coordination with Worship Committee in the performance of his/her responsibilities.

#### **IV. RESPONSIBILITIES:**

1. Recruit and train members of the congregation for participation in all choirs of the church including Adult Choirs and Hand bell Choirs.
2. Select and prepare all choral music in consultation with the organist and the minister and to be a resource on congregational music to the minister as needed.
3. Work collegially and cooperatively with the organist in a supervisory relationship.
4. Plan and conduct weekly adult choir practice in preparation for Sunday worship during the weeks following Labor Day through Memorial Day. Conduct extra rehearsals deemed necessary for special events.
5. Plan and conduct Hand bell Choir rehearsals as necessary in preparation for Sunday worship and/or special services (e.g. Maundy Thursday, Lenten Event, and Christmas Eve)
6. Maintain an accurate inventory of all music and equipment used by the choir, and oversee its proper care and storage.
7. Select and purchase music.
8. Submit annual budget needs to the Worship Committee.
9. Report all music to be sung by the choir to the church office by Thursday morning in preparation of the bulletin.
10. Provide music in advance for the organist to practice.
11. The Director of Music is encouraged to attend church staff meetings.
12. The Director of Music is encouraged to participate in Continuing Education opportunities on an on-going basis.

13. The Director of Music is encouraged to be an active member of the Worship Committee.
14. Plan solo or ensemble music when absent.
15. During the summer months following Memorial Day and preceding Labor Day, schedule special music when available which could include choir led hymns, volunteer guest musicians and / or vocalists.
16. The Director of Music will assure coverage when absence is planned.
17. The Director of Music has the responsibility to make recommendations to the Worship Committee concerning employment of the organist.
18. The Director of Music will coordinate a string music service once a month.
19. The Director of Music will work with Director of Christian Education on including children and youth in possible vocal or hand bell choirs.

## **V. EVALUATION:**

Performance reviews will be conducted biennially by the Session, Human Resources Committee with input from the Worship Committee in accordance with the evaluation policy.

## **VI. BENEFITS AND CONDITIONS OF EMPLOYMENT:**

1. Salary paid *semi*-monthly.
2. Medical Coverage: None
3. Sick Leave: None
4. Vacation: 2 “work” weeks annual (choir practice time and Sunday service time) with no carryover annually
5. Salary reviews biennially.
6. Resignation: 30 days notice of resignation required.

Approved by Session: August 22, 2017