



To apply, send cover letter, resume/CV, musical recording of you leading a choir and/ or performing, and an edited video piece to:

Rev. Alice Tewell, pastor

Email: [clarendonpastor@gmail.com](mailto:clarendonpastor@gmail.com)

Visit our Website: [www.clarendonpresbyterian.org](http://www.clarendonpresbyterian.org)

Deadline to apply: August 10, 2021

1305 North Jackson Street

Arlington, VA 22201

## **Clarendon Presbyterian Church- Director of Music**

### **Overview of Position**

Clarendon Presbyterian Church seeks an inspiring, creative, and flexible Director of Music for a 10-15 hour a week position to guide the church and the church choir from a year plus of virtual church and music back to in-person worship with high quality streaming. We seek a Director of Music who can work collaboratively with us to plan and lead worship. We desire a candidate who can teach, introduce and adapt music that aligns with liturgy and the unique spirit of each Sunday.

The Director of Music will be comfortable and willing to lead via Zoom, YouTube Live, outdoor and in-person. She/he/they will work collaboratively with the staff, choir, and Worship and Music Committee to rebuild a choir and to lead the church in music in general.

### **Who We Are**

Clarendon Presbyterian Church is a progressive, diverse, and inclusive church community located in the heart of the Clarendon neighborhood of Arlington, Va., just two blocks from the Clarendon Metro station. We are a congregation in the Presbyterian Church (U.S.A.) and a member of National Capital Presbytery. We celebrate the LGBTQIA+ community and work for the full inclusion of all people of faith and doubt in the life of the church.

### **Duties and Functions of the Position**

- Plan and oversee the execution of the music program for regular and special worship services, working in collaboration with the Pastor, the Director of Mission and the Worship and Music Committee. Regular services include Sunday services, special services (Ash Wednesday, Holy Week, Music Sunday, Christmas Eve and other mutually agreed upon special services), and weddings/ memorial services.
- Lead/ accompany up to seven musical pieces a week (prelude, offertory, postlude, two hymns, and repeated doxology and congregational response).

- Direct the church choir and build up participation in it. Direct an occasional children's/ youth choir to lead worship alongside adult choir. Direct at least 2 choir rehearsals a week, one mid-week evening practice and one practice immediately before worship.
- Develop and execute a strategy for growing congregational leadership and ownership of the music ministry, including a music ministry with younger people. Support music leaders in the congregation.
- Develop and execute a strategy to incorporate the larger Arlington community into the music ministry of Clarendon Presbyterian Church.
- Plan and execute special music-related events, including musicians for worship, concerts and recitals.
- Attend weekly weekday staff and worship planning meetings (on alternating weeks on-line and in person).
- Participate in quarterly meetings with the Worship and Music Committee.
- Catalogue and maintain the church's music library.
- Oversee care of the piano and any music-ministry related equipment (microphones, sound board etc.), working in collaboration with the Pastor and the Worship and Music Committee.
- Lead music via Zoom/ YouTube, outside, and inside in the sanctuary.

### **Competencies and Experience**

- Demonstrated experience directing a choir and accompanying congregational singing (hymns).
- Ability to lead and accompany congregational singing while playing the piano. Please share if you also play an additional musical instrument.
- Demonstrated familiarity with Christian song traditions and liturgy.
- Interest or skill in global music.
- Demonstrated leadership experience with analytical, organizational, and problem solving skills.
- Experience working collaboratively and listening deeply.
- Flexible and willing to shift plans as required.
- Proficiency leading music on-line via Zoom. Proficiency uploading music onto YouTube/ Vimeo. Proficiency with sound equipment. Demonstrated choir video editing skills are a plus.
- Comfort leading solos on Zoom when necessary.
- Effective written and oral communication skills.
- Favorable consideration for those with formal documented training in music.

### **Compensation and Reporting**

- This salaried position is 10-15 hours a week averaging 12 hours a week, 48 Sundays a year with 4 weeks off per year (including Sundays).
- During the 4 Sundays off per year, the Director of Music must find a supply musician in consultation with the Pastor. Please provide at least two weeks advance notice when arranging for a supply musician. Generally, we would expect that your leave does not occur during Advent, Lent, Holy Week or Pentecost.

- This position reports directly to the Pastor with an annual review with the personnel committee.
- After a three month period, in consultation with the Pastor and schedule, the Director of Music may be able to use the church sanctuary for personnel rehearsal space or space to give music lessons.
- Clarendon Presbyterian Church is near the Metro. Parking is also available.
- In current configuration, the Director of Music may set up office space in the sanctuary.
- Salary is negotiable. In exchange for salary, more time off can be negotiated.
- Clarendon Presbyterian Church offers a family leave policy of up to up to 12 work weeks of paid leave in a 12-month period for the following qualifying reasons:
  - The birth of a child and to bond with the newborn child within one year of birth,
  - The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement,
  - A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care,
  - To care for the employee’s spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
    - Spouse means a husband or wife or a partner with whom the employee has a long-standing, committed relationship.
    - Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include “parents-in-law.”
    - Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that family leave is to commence. The onset of a disability may occur at any age for purposes of the definition of an adult “son or daughter”.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. The paid leave does not apply to routine medical examinations, such as a physical, or to common medical conditions, such as an upset stomach, unless complications develop.

For all conditions “incapacity” means inability to work, including being unable to perform any one of the essential functions of the employee’s position, or inability to attend school, or perform other regular daily activities due to the serious health condition, treatment of the serious health condition, or recovery from the serious health condition. The term “treatment” includes but is not limited to examinations to determine if a serious health condition exists and evaluations of the condition.

Employees who intend to utilize paid family leave must notify the Employer of the intent and the expected duration of the leave. The Employer will determine the applicability of this policy and may require documentation of the qualifying reason for family leave. For purposes of paid leave, part-time and hourly employees will be compensated at a rate equal

to their average compensation over the two months prior to the time that family leave is to commence.