

## **Darnestown Presbyterian Church Position Description**

### **Title: Director of Ministry of Music**

**Purpose:** To coordinate and plan the music program of the congregation, providing appropriate organ and piano music for worship and other religious services.

**Scope/Accountability:** This is a salaried, part-time position, accountable to the pastor as head of staff, with two paid weeks off per year.

### **Responsibilities:**

- Plan the music program and make appropriate recommendations to the pastoral staff;
- Meet regularly with the pastor to create a worship service of fluid continuity, including the coordination of scripture readings, sermon subjects, hymn choices, and choir anthems;
- Prepare the annual budget request for all music programs;
- Coordinate and/or direct and accompany all active choirs, primarily the Chancel and Bell Choirs, plus any Children or Teen Choirs that we may form;
- Provide choir rehearsals on weekday evenings or Sunday afternoons.
- Plan, prepare, and play organ and piano music appropriate to each service of worship, including the prelude, the offertory, the postlude and other music as required;
- Accompany the congregation's singing of hymns;
- Rehearse sufficiently for optimum performance at the instruments;
- Respond to the other music needs that come through other staff persons;
- Select and order music and maintain music library, both physically and electronically;
- Arrange for a substitute musician when unable to perform at any services;
- Arrange for soloists and other performers as needed;
- Arrange for the appropriate tuning, maintenance, and repair of the organ, pianos and other musical instruments;
- Work with appropriate staff to develop and implement a music program that is attractive to children and youth in the congregation and local community;
- As budgets and schedules permit, organize and plan music festivals for the bell choir and chancel choir to attend for growth of skills;

- Collaborate with local churches for performances of larger works to engage in community outreach, including scheduling rehearsals, hiring instrumental ensembles, and performing/conducting the final performances;
- Actively pursue community outreach programs to expand the exposure of the DPC music/worship program (examples include organ recitals, piano recitals, choir concerts, hymn sings, and other ensemble concerts as appropriate).

**Relationships:**

Relates to the pastor as head of staff, other staff persons, the Worship Committee, the choirs, other performers and soloists.

January, 2022