

Director of Music – Leesburg Presbyterian Church  
Job Description

Resumes/Inquiries: [lpcvaoffice@gmail.com](mailto:lpcvaoffice@gmail.com)

Effective: revised August 2022

Status: Part-time, exempt. Expected 12 - 15 hours per week.

Salary: \$29,000 per year

Job Summary

The Director of Music directs the entire music program of the church, serves as accompanist on both piano and organ for Sunday morning worship each week, and directs the Adult Choir. Works with the Pastor, Administrative Assistant, Session and Worship Committee of the church to coordinate selection and programming of music. The purpose of the music program at LPC is to assist God's people in worship through music that serves the glory of God.

Essential Functions

1. Plays the piano and organ to accompany hymn singing at worship services, plus plays a prelude, offertory and postlude. Presently we hold one worship service each Sunday, but it is possible that this will increase to two services.
2. Communicates the titles and composers of chosen selections to the Administrative Assistant by Wednesday of each week, for inclusion in the bulletin.
3. Attends Worship Committee meetings and works closely with the pastor to coordinate worship music. Some meetings are in person and some by video conference. (Note - the pastor will select hymns.)
4. Directs the sanctuary choir with an expectation of having choir participation in the worship service an average of 2 - 3 weeks of every month except during the summer months as outlined by the Session.
5. Rehearses weekly with the choir (except during summer). Presently the choir rehearses Sunday morning before worship.
6. Encourages members of the congregation to share their musical gifts in worship.
7. Arranges special music during the worship service as needed and in the summer months during the choir's vacation period.
8. Arranges for guest musicians as needed.
9. Administers music funds as provided within the LPC budget.
10. Communicates to the congregation upcoming plans including but not limited to soloists, special performances, new pieces.
11. Participates in Staff Meetings (in person and by video).
12. If desired, and for additional compensation, serves as primary accompanist for funerals, weddings and other special events.
13. Manages the care and preservation of all church instruments and music.
14. Reports music played to our license holder subscription service on a weekly basis.

15. Works with live-streaming volunteer to provide the best audio music experience possible for online viewers.

#### Minimum Qualifications

1. A degree in music and previous religious music experience is preferable. A candidate with a music degree in vocal arts and/or church music along with previous experience in a similar position is preferred.
2. Excellent organizational, communication, and interpersonal skills.
3. As ours is an older church building, must be able to climb stairs.

#### Personal Core Competencies

1. Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; Follows up on missing or out-of-balance items; Resolves unanswered questions needed to address a problem; Keeps the larger picture in mind while tending to the smallest of details.
2. Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; Takes acceptable risks in pursuit of innovation; Learns from mistakes; Has good judgment about which creative ideas and suggestions will work.
3. Ethics and Values: Honors the core values and beliefs of LPC in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; Practices the behaviors they advocate to others.
4. Interpersonal Skills: Establishes good working relationships with others who are relevant to the completion of the work; Works well with people at all level of the congregation; Builds appropriate rapport; Considers the impact of their actions on others; Uses diplomacy and tact; Is approachable; Avoids communication triangles.
5. Listening: Engages in thoughtful and attentive listening; Listens beneath the surface for real intent that may contradict the spoken message; Overcomes personal bias to genuinely hear the ideas and concerns of another; Can describe the perspective of another even when they disagree.
6. Verbal Communication: Delivers messages clearly, articulately and with appropriate emotion in a variety of settings, avoids misunderstandings.
7. Written Communication: Writes clearly and succinctly; employs correct grammar, punctuation, and patterns of speech.

#### Relationships & Evaluation:

The Director of Music will

work collegially with the other members of staff, choir members, the Worship Committee, and all LPC members and visitors.

report to the Pastor as Head of Staff

be evaluated annually by the Personnel Committee

serve at the will of the Session and may resign or be terminated with 30 days' notice.