

Employment Agreement for Music Ministry Leader

Oaklands Presbyterian Church, PC(USA)
14301 Laurel-Bowie Road | Laurel, MD 20708

Employee:**Effective:****Reports to:**

Pastor/Head of Staff

Date of Hire:**Type of Contract:**

Part Time; Nonexempt; At will

Work Hours:

Service times, worship planning, and rehearsals as negotiated with the Pastor and Worship Team, equaling 15 hours per week

Compensation:

- Salary of \$16,000/year (15 hours/week)
- Two weeks of paid vacation time (including 2 Sundays), and the option to negotiate additional unpaid leave (including Sundays);
- One week of continuing education/study leave/or coaching (including 1 Sunday) with a \$2,000 continuing education budget;
- Office and rehearsal space within the church;
- \$2,000/year to fund artists in residence to support the work of music in worship;
- Sanctuary space for teaching, performing, and/or sharing artistic gifts with the congregation and community (as available)

Essential Functions

- **Leadership** of choirs, bands or other musical ensembles, inviting broad participation, organizing schedules, and planning repertoire;
 - Rehearse choir on Sunday mornings almost every week from Sept to June.
 - Lead choir numbers approximately two times per month between September and June
 - Encourage / assist with adding other instruments to choir or congregational music when it will support the music and service (hand drums, violin or recorder, bells, etc)
 - Encourage / select a range of styles and types of music, introducing gradually when needed, and appropriate to the abilities of the congregation, choir and pianist
 - Lead the congregational singing, especially on less familiar hymns / songs
- **Provide song leadership in worship**, ideally developing lay leaders to serve in this capacity;
- **Strong keyboard skills**, while directing from the keyboard is not a requirement, this skill would be looked upon favorably by the hiring committee.
 - Arrange for or play accompaniment when pianist is absent
- **Stylistic versatility** and willingness to play (or learn to play) music from varied traditions and styles, from Bach to the Blues;
- **Appreciation of music's role** within Christian worship;
- **A team player**, able to offer creative input in planning and brainstorming as well as receive the gifts and perspectives of others;
 - With pastor and pianist, suggest / help select music for services, both for congregational singing and for choir numbers.
 - With pastor and pianist, be intentional about introducing new hymns / songs to support the worship theme of the season / service
 - With the pastor, pianist, and worship team plan and lead a Christmas musical event on one Sunday prior to Christmas Eve. If feasible, include the children / young people.
- **Teach volunteers** of varied ages and musical skills, with a commitment to nurturing people and valuing the learning process over perfection;
- **Strong communication skills**, especially the ability to relate to individuals from a wide variety of backgrounds and experiences;

- **Flexibility and grace**, as well as patience and a good sense of humor.
- **Oversee maintenance** of the piano;
- **Provide appropriate music for three special services each year:** Ash Wednesday, Maundy Thursday, and Christmas Eve;
- **Support the Bell Choir and Youth/Children's Choir** as needed.

Job Summary

- The Music Ministry Leader is responsible for the vocal and instrumental music within corporate worship.

Terms

- Employment is at will, meaning that either party may terminate the agreement at any time with or without cause with a minimum of thirty days' written notice.
- After 90 days, an initial performance evaluation will be conducted by the Pastor/Head of Staff and the Personnel Committee
- Performance evaluations will be provided by the Pastor/Head of Staff and the Personnel Committee by June 30th each year, with annual updates to the Employment Agreement by January 1 of each year, to be signed by both parties.
- Oaklands Presbyterian Church will pay the Music Ministry Leader on the first day of the month through direct deposit.
- The Church shall withhold taxes from the Music Ministry Leader 's pay, as required by law based on the W-4 that is submitted to the Church.
- All requests for time off must be submitted in writing a minimum of two weeks prior to the Chair of the Personnel Committee, copying the Pastor/Head of Staff.

General Understandings:

- There shall be no change or amendment to this Agreement unless it is in writing and signed by all parties.
- This Agreement supersedes and cancels any prior negotiations of the parties.
- This Agreement is based on the laws of the State of Maryland and if any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and be in no way impaired.

