

TRADITIONAL MUSIC DIRECTOR
JOB DESCRIPTION

ADMINISTRATIVE

JOB CATEGORY:	Manager
POSITION TITLE:	Traditional Music Director
CLASSIFICATION:	Part-time (variable hours, generally 15-20 hours per week), non-exempt, hourly, not eligible for benefits
REPORTS TO:	Associate Pastor for Worship and Adult Discipleship
DIRECT REPORTS:	Music Associates for Traditional Worship

SUMMARY OF THE POSITION

Under the direction of the Associate Pastor for Worship, the Traditional Music Director plans and oversees the music for all traditional worship services and traditional musical programs in the church.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Worship Planning Team

- Ensures the service plans for traditional worship music are ready in advance of the worship planning meetings.
- Evaluates traditional worship music to improve content, presentation and impact.
- Works with the Associate Pastor for Worship, the Lead Pastor, other professional staff and Worship Planning Team to prepare a long range and annual traditional music program plan and related budget.

Worship and Special Services

- Working in concert with the pastoral staff and other professional staff, guides, develops and implements necessary traditional worship music support for high holiday and special services including but not limited to:
 - Holy Week (Palm Sunday, Maundy Thursday, Good Friday, and Easter)
 - Advent, Christmas Eve, and Christmas Day
 - Ash Wednesday
 - Memorial Day

Music

- Directs and is accountable for music related to all traditional worship services, including special services such as Christmas and Lenten concerts.
- Directs the adult choir.
- Will develop a seasonal bell choir.
- Supports and educates the staff and congregation on traditional music styles and works collegially with all music staff of the church to strengthen the overall music ministry of the congregation.
- Helps communicate the theological significance of traditional worship music to the congregation.
- Recognizes and calls forth the individual and collective musical gifts of church members and develops opportunities for vocal and instrumental musicians to participate in worship services and other events.
- Secures the services of supplemental, professional instrumentalists and/or vocalists as needed for traditional music ministry.
- Works with other choir directors and music staff in developing choir schedules and arranges for music throughout the year.

Managerial

- Assists traditional music staff and volunteers in dealing with individual and organization concerns.
- Under the supervision and in coordination with the Associate Pastor for Worship, reports on the expenditure of the approved traditional music budget, ensuring that all financial obligations are necessary and within established fiscal allocations.
- Oversees and maintains the music library and maintenance of choir attire.
- Meets with the Associate Pastor for Worship when funds are inadequate and when additional funds are necessary to maintain, replace, or purchase equipment, materials or services required for the traditional music program as planned.
- Prepares a review of traditional music programs and activities for inclusion in the Church's Annual Report, in addition to quarterly reporting for communications and publications of the church.
- Oversees the use and maintenance of musical instruments for traditional worship. Ensures the proper functioning and maintenance of the instruments and is responsible for necessary or scheduled maintenance of any instruments. Presents to the Associate Pastor realistic and financially sound options to achieve unbudgeted, out-of-the-ordinary maintenance.
- In coordination with the Contemporary Music Director and under the supervision of the Associate Pastor for Worship, recommends and budgets plans for facility modernization and improvement projects from a music department perspective. Contributes to the design, specification, and acceptance phases of all construction, renovation or modernization projects in order to ensure that music department needs are met.
- Performs other duties as assigned.
- Attends and participates in monthly and other called staff meetings.
- Attends and participates in weekly worship planning meetings.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Possess a contagious and authentic joy for the work of God at VPC and in our diverse community.
- Affirm the mission and values of VPC and is willing to be guided by them.
- Bachelor's degree in music or related field, plus 8 years of directing experience required.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Strategic planner, constantly looking to the future and evaluating the present.
- Proficiency in Planning Center or other worship planning software.
- *Proficiency in use of Finale notation software to prepare hymn slides or charts for new music in traditional services*
- Ability to exhibit and elicit enthusiasm for traditional music styles.
- Ability to obtain the very best from professional and volunteer music staff and from volunteer members of the various choral and instrumental groups.
- Creative and innovative in planning weekly music and special programs.
- Diligent in practice and study in order to lead the music program with creativity and excellence.
- Must have demonstrated ability to:
 - Lead and motivate a professional and volunteer staff in an organization's music program
 - Delegate tasks and establish systems of accountability
 - Work harmoniously with colleagues as a team member.
- Instrumental ensemble conducting experience desirable.

WORKING CONDITIONS

The working conditions of the Traditional Music Director are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities, and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.