

DIRECTOR OF MUSIC
Mount Vernon Presbyterian Church
Alexandria, VA

2/2025

Supervisor: Pastor

Basic Function: To coordinate the music and worship life of the MVPC in collaboration with the Pastor.

Summary: This is a quarter-time (10 hours per week) salaried position subject to the Personnel Policies of the MVPC, the position includes one Sunday off per month and a travel allowance.

Specific Responsibilities:

- A. Music Responsibilities
 1. Schedule and rehearse all “special music” to occur during worship gatherings at least once per month.
 2. Rehearse and direct the church choir, preparing them to sing during worship once per month.
 3. Work with the Director of Family Ministries to involve children in the music life of the congregation.
 4. Recruit soloists and ensembles from inside and/or outside of the congregation.
 5. Work with the Pastor and Organist/Accompanist to incorporate a variety of music and musical gifts to enhance worship.
 6. Secure substitute musicians as needed.
- B. Administrative Responsibilities
 1. Work closely and cooperatively with the pastor, the Organist/Accompanist, and the Director of Family Ministries to coordinate worship life of MVPC.
 2. Attend staff meetings when possible and all meetings of the Worship Ministry Team.
 3. In consultation with the Organist/Accompanist, recommend necessary maintenance for instruments.
 4. Submit articles for church newsletter, as appropriate.
 5. Submit expenditures of music funds to the Office Manager in a timely manner.
 6. Submit annual recommendations for music program items to the Worship Ministry Team Point Person for incorporation into budget recommendations for the coming year.
- C. Qualifications
 1. A vibrant and growing relationship with God and a commitment to the way of Jesus Christ.
 2. Ability to accompany congregation on piano (or organ) when accompanist is off (one weekend per month).
 3. An interest in a variety of musical styles to continue moving the congregation beyond hymns and traditional Church music.
 4. A proven performance record that evidences effective interpersonal skill, organizational ability, and creativity.
 5. Formal instrumental and/or choral training desired.