

## **DIRECTOR OF MUSIC**

**Position Description**  
**Trinity Presbyterian Church**  
**5533 North 16 th Street, Arlington, VA 22205**

***Revised April 17, 2025***

### **Position Overview**

This is a full-time, salaried exempt position with fringe benefits, reporting to the Pastor/Head of Staff. This position requires an enthusiastic, authentic servant-leader, with effective communication, and organizational skills to effectively guide Trinity Presbyterian Church's music ministry and enrich the worship experience for all members. The Director shall be a charismatic, community builder and collaborator capable of leading the congregation in worship while serving as Trinity's principal musician and music educator.

### **The Mission of Trinity Presbyterian Church is to:**

- **CONNECT** in meaningful ways,
- **GROW** in our faith,
- **SERVE** those in need, and
- **EXPERIENCE** God's presence in our daily lives.

### **Need for the Position**

As Trinity Presbyterian Church welcomes a demographically evolving congregation—including more young families and individuals less familiar with Presbyterian traditions—we aim to maintain a focus on God at the center of worship as revealed to us in the Gospels of Jesus Christ. The music program aims to:

- Foster community and fellowship in Christ through shared musical experiences.
- Enhance spiritual growth by engaging with messages conveyed in sacred compositions.
- Deepen worshippers' connection to the divine and the glorification of God through musical expression.
- Lead the congregation to experience a variety of Christian musical traditions.

### **Responsibilities of the Director of Music**

The Director of Music must exhibit a sense of vocation, using their musical gifts in service of the faith community. Key expectations include:

- Promoting worship is aligned with the liturgical calendar and rhythm of an individual worship service (order of worship).
- Demonstrating musical competency through academic/professional certification and/or equivalent experience.
- Supervision of the Contemporary Worship Leader (CWL) and collaboration with the CWL and the Worship and Music Ministry in the delivery of outlined responsibilities.
- Teaching and leading the congregation in meaningful musical participation.
- Offering diverse musical styles and engaging congregational resources.
- Maintaining a professional and collaborative approach in all interactions.
- Continually developing musical skills through ongoing education.

## **Key Areas of Responsibility**

### **1. Leadership in Worship**

- Conduct pre-service warm-ups and rehearsals.
- Lead and/or accompany music during worship services.
- Assist in the selection of congregational music, in conjunction with the clergy and church leadership.
- Arrange for substitute musicians when necessary.
- Support seasonal and special services planning, in conjunction with the clergy and church leadership.
- Assist with service recordings and live stream editing as needed.
- Develop musical skills and understanding of all ages in ensemble, solo, and instrumental opportunities.

### **2. Organist/Accompanist – Preparation & Performance**

- Maintain proficiency in organ and keyboard through regular practice.
- Select, rehearse, and perform music for worship services.
- Supervise organ and other instrument maintenance and adjustments.
- Accompany instrumentalists and vocalists as needed.
- Able to lead contemporary worship, as needed or on a regular basis.

### **3. Choir and Ensemble Development**

- Recruit, train, and supervise choir members and ensembles.
- Organize and maintain the church's music library.
- Select and prepare ensemble, solo, and instrumental music for worship.
- Develop choral and 5-octave handbell choir ensembles for all age groups and skill levels.
- Conduct rehearsals and foster deeper community relationships within small ensembles.

### **4. Administrative Planning**

- Attend staff meetings and collaborate with clergy and church leadership.
- Develop and implement music ministry objectives with the Worship and Music Ministry.
- Manage the music program budget alongside the Contemporary Worship Leader and Worship and Music Ministry.
- Promote the music program through various church communication channels.
- Coordinate facilities usage and maintain the church event calendar for musical events.
- Secure copyright permissions for live-streamed and recorded services or events.

### **5. Other Duties**

- Perform additional responsibilities as assigned.
- Develop creative worship space enhancements in collaboration with clergy.
- Consult on musical selections for funerals, memorials, and weddings, addressing copyright requirements.
- Plan and coordinate concerts, performances, and productions and facilitate musical growth through workshops and festivals as needed.

### **Additional Expectations**

- Availability year-round for weekly services, holy days, rehearsals, and special events.
- Ensure coverage for all services, engaging church volunteers or guest musicians as needed.
- Maintain a spirit of professionalism, kindness, and collaboration with clergy, staff, and congregation members.