



10301 River Road, Potomac, MD | [potopres.org](http://potopres.org) | 301-299-6007 | Mailing Address: PO Box 59869, Potomac, MD 20854

Potomac Presbyterian Church prayerfully seeks a new **Director of Music** who can help us spread God's word through meaningful, diverse, and inspiring music. Our church values the tradition and role of music in worship. We are excited to embrace a new season of music that balances traditional hymnody and anthems with modern, gospel, global, and jazz offerings; vocal with instrumental; soloists with ensembles, all with the hope of meeting people where they are and deepening the faith of all who gather for worship.

Our vision is to be a hub for music in the DC metro area. In 2024 the church purchased a brand-new custom-made Viscount Vero 370 Deluxe MDK with antiphonal division organ, and a Kawai RX 3 EBST piano for use in the church sanctuary. The ideal candidate will collaborate with musicians using these new instruments and consider opportunities that best support Lord's Day worship and other creative music making experiences in our region. Our prayer is that children, youth, and adults will be engaged in and inspired by the music ministry. We seek a new Director of Music who believes in the power of music to draw us closer to God and one another.

**POSITION:** Director of Music

**JOB SUMMARY:** Leads and nurtures the music ministry in ways that share the Gospel of Jesus Christ through music and song. Musically engages the congregation in worship, drawing people of all ages into deeper connection with God and one another. Creates opportunities for individuals to offer their musical gifts in worship. Helps build community partnerships through concerts, special events, and youth-based artistic activities that extend the music ministry's reach and supports the spiritual life of the congregation and the surrounding community.

**HOURS:** 15 hours per week

**ACCOUNTABILITY:** To the Session through Personnel Committee under the supervision of the Pastor/Head of Staff

**DUTIES AND RESPONSIBILITIES:<sup>1</sup>**

1. Plan the overall music program and seasonal musical offerings in coordination with the pastors and liturgical calendar.
2. Coordinate Sunday morning worship music and additional services during the year (Advent, Christmas, Lent, Holy Week, Easter) enhancing congregational singing and overall worship experience.
3. Direct all choirs including Sanctuary, Children's, and Handbell.
4. Lead rehearsals that are fun and enriching and adequately prepare musicians to present their musical offerings for worship.
5. Invitational and recruit singers, ringers, and engage the various musical gifts of the congregation.

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<sup>1</sup> We are also currently looking for an organist. If you are an organist, we would consider blending the two positions.

6. Ensure all musical instruments are maintained and in good working condition. Arrange for and manage necessary tuning and contracts for instruments.
7. Maintain and oversee the Music Library, ensuring it is up to date and organized.
8. Coordinate with Technology Specialist to meet music ministry needs for both in person and streamed worship.
9. Responsibly utilize and track endowment and special music funds for programming and events. Manage subscriptions and licenses related to music ministry.

**OTHER:**

1. Adhere to Personnel policies including Safe Church policy and its requirements for staff members.
2. Participate and collaborate in weekly staff meetings, monthly worship committee meetings, quarterly worship planning meetings, and as needed with other committees.
3. Coordinate, collaborate, and communicate with Organist and Accompanist.

**ESSENTIAL SKILLS AND LEADERSHIP QUALITIES:**

1. Strong and authentic Christian faith and understanding.
2. Highly proficient and experienced in conducting, and knowledge of voice, organ, piano, and handbells.
3. Enthusiasm for working with children and youth in addition to working with adults of all ages.
4. Strong executive functioning skills.
5. Confident and decisive, yet humble, flexible and adaptable.
6. Collaborative team player able to offer creative input in planning as well as receive gifts and perspectives of others.
7. At least a Bachelor's degree or equivalent related to music, teaching, or conducting.

**COMPENSATION:**

\$35,000 annual salary

**TO APPLY:**

We hope to fill this position by May 2026. Submit the following by email to [admin@potomacpresbyterian.org](mailto:admin@potomacpresbyterian.org) with 'Musician Search Committee' in subject line:

1. Cover letter explaining why you're interested and what about this position most appeals to you
2. Resume or CV
3. Supporting musical materials such as links to videos and recordings
4. Three recent references stating relationship with each, one of which must be a supervisor

***Caring for ALL with Faith Hope and Love – our church motto and vision:***

Potomac Presbyterian Church is an active Christian community devoted to *worship that stirs the soul education that engages the mind, and service that sends us into the world.* We strive to be a *spiritual* community, guided by Scripture and the Holy Spirit; a *nurturing* community where all are cared for with faith, hope and love; a *learning* community, growing together by exploring how to be faithful in our everyday lives; and an *intergenerational* community, learning from and being led by God's children of all ages. We are a member of the Presbyterian Church (USA) in National Capital Presbytery.

3/4/2026