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Bringing Christ Into Lives and Living.

January 2024

POSITION DESCRIPTION

EMPLOYEE:

JOB TITLE:

MUSIC DIRECTOR (MD)

PURPOSE:

In coordination with the Music and Worship Team (M & W) **and as directed by the pastor**, the MD will oversee the planning and performance of all music for the Forest Hills Presbyterian Church (FHPC).

ACCOUNTABILITY:

To the Pastor as Worship Leader and Head of Staff, the Personnel Team, and the Music and Worship Team (M & W).

HOURS:

This is a part-time, salaried position. The hours per week will vary according to the church season. For example, hours will increase for Advent and Easter and decrease in the summer when the choir is off. See additional information on expectations below.

GENERAL RESPONSIBILITIES:

- **Work closely in coordination with the pastor** and in consultation with the M & W Team, to plan all music for worship services, church-related events, and community-based programs. **All musical offering decisions are subject to the approval and discretion of the pastor.**
- Support and direct the members of the choir, conducting pre-worship, weekly, and seasonal choir rehearsals as needed, and recruiting new members.
- The staff position of Accompanist is currently vacant therefore, we use recorded music and secure occasional guest accompanists. The MD will need to coordinate with M & W regarding budget support and approval for scheduling any guest accompanists.
- Coordinate with M & W on ordering music or worship supplies according to established budget guidelines.
- Direct or oversee the accompanist, all choral groups, and instrumental performances.
- Collaborate with the pastor and M & W to do seasonal and long-range planning.
- To collaborate with volunteers/staff on logistics for music in worship services and other events, including info for bulletins, PowerPoints, scheduling for the soundboard, support for children's messages, set-up and storage of worship equipment, securing video and/or audio recordings, and notifying Property Team of any equipment issues.

- Coordinate with the pastor and M & W Team, to produce, arrange, and/or schedule recorded hymn music, special musical offerings, and performances when the choir is off during the summer and for other summer and seasonal events as needed.
- Initiate and ensure the church carries appropriate copyright coverage for *all* church-related musical offerings, including worship, fellowship, and community events.
- Manage music files, requesting clerical assistance as needed.
- Request and oversee the routine maintenance and repair of music and projection equipment, such as piano tuning, microphones, amplifiers, and soundboard equipment.
- Collaborate with the M & W Team to request continuing education support, review the adequacy of the music budget, and plan budget requests annually.
- Communicate regularly with M & W Team members and all worship leaders to ensure the smooth flow of music in worship.

RELATIONSHIPS:

The Music Director has the following relationships:

Pastor as Head of Staff
Accompanist and all musicians/soloists/groups
Sound Technician
Music and Worship Team
Administrative Secretary
Personnel Committee.
Church Treasurer