Grace Presbyterian Church
10 N. Mills Ave.
Lodi, California 95242

JOB DESCRIPTION: MUSIC DIRECTOR
(revised 06/05/2018)

PURPOSE: The Music Director is responsible for the nurture and oversight of the music ministry of the church in cooperation with other staff members. This ministry will be seen as a vital part of the church's worship, educational, and fellowship experiences wherever music has a role in our expression of worship of God. The Music Director will serve the music ministries and the congregation by providing professional musical leadership.

SUPERVISION: The Music Director will be report to the Pastor.

RESPONSIBILITIES: The Music Director shall:

1. Conduct rehearsals and lead the Chancel Choir during regular worship services per the calendar agreed upon by the Pastor, Director, and Worship Committee. Said calendar is to be reviewed annually. Director will arrange for special music in the absence of the choir.
2. Supervise, coordinate and direct Chancel Choir, Worship Team(s), and Hand Bell Choir.
3. Arrange for musical leadership in his/her own absence or the absence of the accompanist, giving adequate notice to the affected staff.
4. Recruit, supervise and schedule all soloists and other special musical ensembles.
5. Meet monthly with the Pastor for planning and coordinating purposes.
6. Collaborate with the Pastor and accompanist regarding music selection and scheduling, including preparing the music portion of the PowerPoint preparation.
7. Management of music sound system during services.
8. Maintain the worship music library. Review and purchase new music as appropriate within established budget or special funding limits, and file appropriate CCLI paperwork.
9. Prepare and submit annual music budget in conjunction with the Worship Committee.
10. Give adequate notice to the church secretary or other responsible party of planned musical events to be included in publications (bulletins, Grace News).
11. Prepare an annual report of our music ministries.
12. Oversee maintenance and storage of musical equipment.
13. Arrive in advance of Sunday Services to coordinate and consult with service leaders.
14. Attend Worship committee meetings and other music related meetings.

15. Other duties as may be requested by the Pastor.

QUALIFICATIONS AND REQUIREMENTS:

- Must be proficient in Google Suite (docs, sheets, slides, sites)
- Must be able to work sound equipment.
- Must acknowledge Jesus Christ as their Lord and Savior.
- Be a friendly, supporting and assisting person to the individuals/groups with whom the Music Coordinator interacts.
- Have an understanding of Christian Worship.
- Be committed to and support the Vision Statement of Grace Presbyterian Church.
- Have prior music conducting experience.
- Should be able to read music, sing and demonstrate voice parts.
- Punctuality and preparation are a must.
- Advise the Personnel Committee Chairperson in writing, of resignation 30 days in advance of final work day.

WORKING CONDITIONS:

The job will be carried out during regularly scheduled hours at the church with evening hours required. Participation in occasional special off campus activities may be anticipated.

This is a part time position initially established at 10-12 hours per week necessary to perform duties required.

Vacation is four Sundays per year.

Blackout periods are during Easter and Christmas Season. Must request permission for time off from pastor.

EVALUATION:

Ninety days probation period evaluation, then annually by the Personnel Committee and the Pastor.