

FAIRMONT PRESBYTERIAN CHURCH
DIRECTOR OF MUSIC MINISTRIES

Title: Director of Music Ministries

Classification: Part-Time Professional, Ministerial Exempt

Tenure: This position is an at-will employment position with Fairmont Presbyterian. Nothing in this document should be construed as a contract or guarantee of employment.

Purpose: To lead, develop, coordinate, and administer Fairmont Presbyterian Church's Chancel Choir and to coordinate and lead other musical ministries at Fairmont.

Accountability: The Director of Music Ministries is accountable to the Session through the Personnel Team and reports to the Pastor/Head of Staff.

Work Week: This is a professional part-time appointment including regular evening and Sunday morning work.

Qualifications:

- A. Passionate about sharing in sacred music
- B. Strong and articulate communication skills
- C. Strong organizational skills
- D. Demonstrated excellence in choral music direction and performance
- E. A Bachelor's Degree from an accredited college or Music Conservatory in a relevant field
- F. Ability to work with a wide diversity of people and generations nurturing Christian community in the choir
- G. Demonstrated experience in leading and motivating diverse groups

Duties and Responsibilities:

1. Proclaim the glory and love of God through choral music in weekly Sunday morning choral music offerings.
2. Actively pursue musical excellence, numerical growth, and diversity in all the music ministries of the Church.
3. Select, arrange, rehearse, and conduct varied choral music offerings while providing constructive feedback to choir members.
4. At least quarterly, rehearse and conduct, or arrange for the performance of bell choir pieces in worship.

5. Recruit and direct paid section leaders and arrange for guest musicians as needed.
6. Work with the Pastors and other worship leaders to provide music that is thematically integrated with the sermon and appropriate to the liturgical season.
7. Work constructively with others at Fairmont.
8. Coordinate music for special services including Ash Wednesday, Maundy Thursday, Christmas Eve, and other special congregational worship services that may be developed.
9. Maintain and develop the music library with a diverse selection of musical styles.
10. Maintain the hand bell collection and arrange necessary maintenance.
11. Assist in the budget planning process in the area of music.
12. Continually develop professionally through study, coursework, and professional associations.
13. Comply with all practices and procedures of Fairmont Presbyterian Church.

Relationships: The Director of Music Ministries works closely with the Church Organist/Accompanist, the Pastor, Associate Pastor, and the Director of Christian Education in the regular performance of her or his duties.

Review: Performance reviews will be conducted annually by the Pastor/Head of Staff and Personnel Team. The Personnel Team will annually review the adequacy of compensation with the Pastor and make recommendation for changes, if any, to the Session.

Hours and Wages

1. Cash Compensation
2. Social Security/Medicare (FICA)
3. Mileage and refreshment allowance
4. Professional development 1,100 per year. The fund can accumulate for 3 years but cannot exceed 3 years.

Revised 08/28