

First Presbyterian Church of Annapolis

Position Description

Director of Music

July 2021

The Director of Music will be a 20-hour position per week with a salary of 35,000-\$40,000 per year.

GENERAL RESPONSIBILITIES

The Music Director will organize, manage, and direct all aspects of the First Presbyterian Church music program, in cooperation with the pastoral and program ministers. The Music Director will exhibit a high level of musical skills, as well as leadership, education, and communication skills in the development, enrichment and maintenance of the church's music program.

She/he will support a well-rounded music ministry, which combines innovation and tradition and unites both trained and untrained talent.

LINE OF AUTHORITY

The Director of Music will report to and take direction from the heads-of-staff.

DUTIES AND RESPONSIBILITIES

- a. Rehearse and direct the Chancel Choir and other special event and other choirs. Including the adult hand bell choir. Conduct rehearsals; lead choir and congregation; provide theological interpretation of music that will enhance its effect.
- b. Coach and train choir soloists.
- c. Coordinate music with the organist.
- d. Direct and coordinate via virtual platforms as needed.
- e. Direct and engage with all children and youth music programs and hand bell choirs.
- f. Recruit new members to the choir and other musical programs.
- g. Supervise any paid or volunteer staff working in the music program.
- h. Provide appropriate choral music for worship services (either in person or virtual), including but not limited to Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve etc.
- i. Meet regularly with pastors, program ministers and worship and music committee to coordinate worship services and musical needs of the church.
- j. Choose music for worship services which complement and enhance the spoken word.

- k. Attend meetings of the Worship and Music committee and weekly program staff meetings.
- l. Encourage a sense of community and dedication among people participating in the music ministry.
- m. Maintain the music library. Supervise the sorting, stamping and filing of existing and new music; maintain choral library; maintain choir vestments; prepare rehearsal room
- n. Procure new music.
- o. Secure proper license and permissions for use of music.
- p. Submit an annual budget for the music program and maintain the program within the approved budget.
- q. Provide a qualified substitute when necessary due to vacation, study leave, or illness
- r. Along with the organist, arrange for musicians, when necessary, to supplement the music program.
- s. Meet with the Heads-of-Staff to discuss the Music Director's participation in planning or playing any additional special services, and/or special events.

t. EXPECTED COMPETENCES

- a. Creativity and innovation: Generates new ideas; takes acceptable risks in pursuit of innovation, and has good judgment about which creative ideas and suggestions will work.
- b. Initiative: Seizes opportunities, and sets demanding but achievable objectives for self and others.
- c. Integrity and Trust: Is seen as trustworthy by others; keeps confidences; Admits mistakes, and responds to situations with consistency and reliability.
- d. Conflict management: Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement, and can find common ground and get cooperation with minimal anxiety.
- e. Priority Setting: Spends his/her time and directs the time of others to what is important, and demonstrates focus.
- f. Team Orientation: Promotes group goals ahead of personal agendas; understands and supports the importance of teamwork, and shares credit for success with others.
- g. Teambuilding: Leads the team successfully through difficulties and challenges, including conflict, diversity, and inclusion issues; defines success in terms of the whole team, and creates a feeling of pride, belonging and pride in the team
- h. Developing and Motivating Others: Encourages people to accept challenging assignments; creates a climate in which people want to do their best; motivates employees, volunteers and members, and makes each individual feel that his/her work is important
- i. Volunteer and Process Management: Achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness

- and passion; knows how to organize people and activities, and understands how to separate and combine tasks into efficient workflow.
- j. Vision and Purpose Management: Articulates possibilities; creates milestones to rally support behind the vision, and makes the vision sharable by everyone.
 - k. Worship leadership: Designs and facilitates relevant inspiring worship, and creates liturgical moments that embrace the work of the people in worship.
 - l. Responds appropriately to feedback from all sources and works collaboratively and respectfully to resolve issues and reach consensus solutions.
 - m. Works effectively with volunteers church committees including Worship and Music Committee, Youth and Family Ministry Committee, Personnel Committee etc.