

# Job Description for Church Music Director

## Major Duties

The Music Director (director), part time, is the primary pianist for worship. The director may use the organ or other musical instruments as the situation warrants. and providing appropriate instrumental music for the Sunday morning worship service all year around and Holy Day observances and other established services shall be negotiated with the Pastor.

In consultation with the Pastor and working with choirs, the director will oversee the selection of worship music and choral music that is appropriate to the theme of the liturgical season, and if possible, to the theme, scripture, and sermon of the day or observance. This includes bringing in music ensembles for special events.

Hours are flexible, but estimated 10 to 20 hours a week depending scheduled activity and rehearsals.

Rehearse and provide directions to the Choirs.

Rehearse weekly with the applicable choir(s).

Arrange for a supply pianist organist/ whenever she/he plans to be absent. This should include arranging for time to rehearse with the choirs.

Payment to the supply and substitute organist/pianist, in addition to vacation time, shall be made by the music budget but no more than 6 times per year. The director shall inform the Pastor of any possible absence as soon as possible prior to absence.

A designated liaison will be established with the SPRC to provide an open line of communications to air comments and criticisms.

## Salary and Job Performance

The job performance of the church organist shall be reviewed annually by the SPRC and choirs. Raises in salary shall be recommended by the SPRC, reviewed by the Finance Committee, and approved by the Church Council.

## Holiday Observances:

- New Years' Service (1<sup>st</sup> Sunday in January)
- Lenten Season (one time to play for the community churches)
- Holy week (Maundy Thursday and Good Friday)
- Easter – prepare children's choir and bell choir performance, hire extra musicians when needed.
- Advent season (Advent Luncheon)
- Christmas (Cantata or Lessons and Carols) – prepare children's choir, bell choir, and hire extra musicians if needed.

- Christmas Eve Service

### **Wedding and Funerals**

The church organist shall have first consideration for playing at all weddings and funerals conducted at the church. Alternate arrangements shall be made in consultation with the director and with the pastor and with their approval. Service music for weddings and funerals shall be appropriate to a Christian service and selected at the discretion of the performing musician in consultation with the pastor and families.

### **Salary and Performance Evaluation**

The starting salary is \_\_\_\_\_. It will be equally distributed throughout the year. The payment cycle is every 15<sup>th</sup> and 30<sup>th</sup>.

### **Vacation**

Year 1 and 2 of employment earn 2 weeks of vacation.

Year 3 and 4 earn 3 weeks of vacation.

Year 5+ earn 4 weeks of vacation.

### **Termination of Employment**

Termination of employment of the permanent church organist shall only be made by majority vote of the Administrative Council after receiving a recommendation from the SPRC.

A minimum of two weeks' written notice shall be required for termination of the contract by either party.

**Other choirs** When there is an opportunity to have a Childrens Choir, Bell Choir, or other religious music ensembles, this job description will be amended accordingly.

\_\_\_\_\_ Date \_\_\_\_\_  
Music Director/Pianist