

DONEGAL PRESBYTERIAN CHURCH

1891 Donegal Springs Road, Mount Joy, PA 17552

JOB DESCRIPTION: DIRECTOR OF MUSIC

POSITION SUMMARY: The Director of Music directs the choir, as well as plans, coordinates and reports the church music program to the Pastor, Worship Team, and the Session. Provides a year-end written report for the Annual Congregational Meeting.

SUPERVISOR: Pastor

RESPONSIBILITIES:

1. Works with the Pastor to plan music for all scheduled Worship Services, services on church holy days, and other special services as scheduled by the Pastor and the Session.
2. Leads church choir rehearsals. Trains the choir for vocal technique and blend during regular rehearsals. Rehearsals shall be held on a regular schedule at a time and duration as set by the Director of Music, with the approval of the Session.
3. Communicates information concerning the anthems, introit, and responses to the church office in time for inclusion in the church bulletin. Selection of this music will be accomplished as feasible in keeping with the sermon topics and direction provided by the Pastor.
4. Attends all Worship Team meetings, keeping them well informed on all activities.
5. Demonstrates initiative and imagination in choice of Sacred Music which will enhance the Worship Services, but not be above and beyond the performance abilities of the choir and other participants.
6. Ensures compliance with copyright laws and licensing regulations, working with the Church Administrative Assistant to regularly report usage.
7. Selects and purchases music using an awareness of our Presbyterian Church Calendar, and in consultation with the Pastor.
8. Arranges for summer vacation music and other special music in cooperation with the Pastor.
9. Assures that the choir gowns are clean, repaired or replaced and that other church properties in the Music Department are being maintained.
10. Provides the Worship Team with a budget for the Music Department in the fall of each year, including new music, special soloists, and other related needs. The Director of Music will be responsible for staying within the established budget.
11. Catalogs and files all church music in the Donegal Church Music Library.
12. Regularly encourages persons to join the music program.
13. Communicates any problems, needs, or requests to the Pastor.

14. Develops appropriate music programs for children and youth choirs.

15. Performs other related duties as assigned by the Pastor.

WORK HOURS: Part- time. An average of 12 hours per week, to include worship services, choir practices, worship team meetings, personal rehearsal time, music selection, and continuing education. Hours vary greatly across the year. Employee will submit a bi-weekly log of hours to the Pastor.

VACATION:

1. Employee will have July & August off from choir rehearsals , and may take two regular Sundays off during the year, in coordination with the Pastor.

REMUNERATION: Ecclesiastical Staff members are paid a salary over 12 months of the year, but the Director of Music is essentially a part-time position, paid a fair hourly wage and provided a flexible schedule. There are no other benefits for this position.

CONTINUING EDUCATION

Donegal Presbyterian Church encourages the Director of Music to seek opportunities for Continuing Education and enrichment of sacred music. We further encourage participation in professional associations. The Director of Music may seek reimbursement for the above activities. Activities must be pre-approved by the Session.

QUALIFICATIONS:

1. The Director of Music is a part of the Ecclesiastical Staff, and must display dedication to Jesus Christ and joy in leading the congregation to glorify God through music.
2. Ability to work well with people is essential.
3. Good rehearsal skills and the ability to coach and instruct the choir in specific choral techniques is important.
4. A degree in music is preferable, though not required; a minimum of two years of choral directing is desired.
5. Familiarity with classical and contemporary music will be valuable.
6. Must obtain PA Department of Human Services Child Abuse History clearance.
7. Must obtain the Pennsylvania State Police Criminal Records Check.
8. Must obtain the Federal Criminal History Record Information background clearances.

REVISED: December 2023