

**FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION**

JOB TITLE: Director of Music/Organist

REPORTS TO: Pastor/Head of Staff

DATE: 8/15/2017

DEPARTMENT: Program

BASIC FUNCTION: Provides creative vision, high energy, and strong leadership for the church's broad music and worship ministries, drawing from the Presbyterian and Reformed Tradition. Serves as the Organist. Works collegially with the pastoral staff and the music team to offer excellent musical contributions and support for the worship life of the congregation. Staffs the Liturgical Arts Subcommittee, expanding the congregation's use of visual and performance arts, and creative liturgy, in worship, and across the congregation's physical facility.

JOB SPECIFICATIONS: Master's Degree in Music is preferred. Must have a minimum of 5 years of success in the energetic building and leading of church music programs. Expertise in organ performance is required. This staff member will possess a vibrant sense of call which understands music and worship ministry as more than performance, and as a tool for developing and deepening Christian faith; will understand and appreciate the Presbyterian form of church government and the worship heritage of the Reformed tradition. Knowledge of and appreciation for a wide variety of choral and instrumental musical styles and traditions is requisite. Will demonstrate excellent communication skills, organizational abilities and effectiveness in staff supervision. Will place high emphasis upon developing and fostering enduring relationships with church members and coworkers.

SUPERVISORY DIMENSIONS: Supervises music associates, contracted instrumentalists and volunteers. Supervises the maintenance and upkeep of organs and pianos and other musical instruments. Administers the music portion of the Worship and Music budget as well as endowment income accounts designated for the support of the music ministry in compliance with Administrative Office guidelines and policies.

EXTERNAL CONTACTS: Cultivates cooperative relationships with counterparts in the regional church community and promotes positive relationships with leaders and educators in the music and arts communities of Tarrant County. Attends regional and national church musician conferences, interacting with counterparts across the country.

INTERNAL CONTACTS: Participates in staff meetings, music team planning meetings, and meetings of the Worship and Music Committee and its Liturgical Arts Subcommittee. Provides welcome and guidance to brides, grooms, and families in selecting wedding and funeral music in keeping with church guidelines.

DECISION MAKING RESPONSIBILITIES: By virtue of overseeing a broad array of music and worship ministries, staff, and volunteers, makes collaborative decisions regarding the vision and direction of the Music Department. Makes recommendations regarding the hiring and dismissing of music staff. Consults with music team in the selection and performance of all music for worship services. Guides brides and grooms, and families, respectively, in selection of wedding and funeral/memorial service music to ensure compliance with church guidelines. Determines what music to purchase in order to keep music library updated. Makes budget recommendations. Administers budget funds for music department.

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CONSEQUENCES OF ERRORS: Inadequate planning and scheduling could result in church member dissatisfaction and lack of participation in the overall music program and worship life of the church.

EXPOSURE TO CONFIDENTIAL INFORMATION: Access to church membership addresses and telephone numbers; unauthorized release of information could result in member dissatisfaction, loss of members, and damage to church reputation.

I have read and understand the duties and responsibilities of this position.

Employee

Supervisor

Date

Date

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KEY ACTIVITIES (percentages based on a 45-50 hour week)

- 25% (1) Provide musical leadership for the worship and community life of the congregation. Activities include:
- a. envisioning and inspiring a holistic approach to music, using it to deepen the lives and discipleship of individuals, members of choirs, instrumental ensembles, and the congregation
 - b. working collegially with the Pastors and Worship Team in worship planning, contributing to the selection of hymns, anthems, and service music
 - c. coordinating participation and leadership of other music staff, FPC ensembles, and all guest musicians in worship services and concerts; when unable to play the organ personally, arranging for organists at weddings, memorial services, and funerals
 - d. in consultation with the Worship and Music Committee, planning for additional expansion and enhancement of vocal and instrumental ensembles
 - e. in consultation with the Pastor, maintain regular office hours and a predictable pattern of availability to the staff
- 35% (2) Serve as the congregation's organist. Activities include:
- a. playing the organ at Sunday services, 8.00 a.m. and 11.00 a.m. and other special services throughout the year
 - b. serving as occasional pianist at the 9.00 a.m. service of worship,
 - c. preparing and practicing sufficient to assure excellent organ and piano presentation at all services played
 - d. accompanying the Chancel Choir and Messengers (youth choir) in rehearsals
 - e. planning with the Pastor and Worship and Music Committee, perform organ recitals at intervals helpful to the congregation and the wider community
 - f. leading worshipers in congregational singing, broadening the church's repertoire and ability to make a joyful noise
 - g. providing musical leadership for weddings and funerals in compliance with the Session's guidelines
 - h. upon approval of the Pastor, accepting invitations for recitals and special concerts from the larger church and AGO relationships
- 10% (3) Work with the Liturgical Arts Subcommittee to broaden the congregation's understanding of, and use of, visual arts, dramatic arts, and creative liturgy to deepen the church's worship of God and each individual's experience of it.
- 20% (4) Administer the church's music program, to include:
- a. supervising music associates, assuring musical integration with the Early Education Center, children's church school, Vacation Bible School, and musical offerings for youth
 - b. organizing, in consultation with the Worship and Music Committee, an annual concert series
 - c. maintaining the choral music library
 - d. ensuring proper maintenance of instruments and equipment
 - e. ensuring compliance with copyright laws and licenses

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- f. administering the music portion of the Worship and Music budget as well as other special endowed accounts used in support of the music ministry of the church in compliance with Business Office guidelines and policies
 - g. serving as staff resource, along with the Associate Pastor for Christian Formation and Pastoral Care, to the Worship and Music Committee, and as invited, serve as a resource to other committees of the church as they plan music and worship related to their activities
 - h. recommending to the Pastor and Personnel Committee, when necessary, the hiring and/or dismissing of Music Associates
- 5% (4) Provide leadership through special programs and concert series which make an offering of musical/cultural leadership to the Fort Worth community while inviting members of the community into relationship with our congregation.
- 5% (5) Perform other miscellaneous duties as assigned by supervisor.

The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.