

## DIRECTOR OF MUSIC JOB DESCRIPTION

May 2019

The position of the Director of Music is to participate in the creation of worship. As a member of the Worship Team, the Director works with the minister, Worship Committee, and Praise Band to enhance the ministry of music within the congregation. This position must foster and promote a healthy Christian atmosphere.

### WORSHIP COMMITTEE MISSION STATEMENT

The worship committee in conjunction with the pastor of Carnegie Presbyterian Church is responsible:

- For coordinating all facets of worship in an awe-inspiring manner that will draw all toward a greater knowledge of God and His amazing love.
- To ensure all who attend gather in corporate worship because God calls us to worship Him together.
- To ensure the Holy Spirit moves and encourages all who attend to grow their faith through prayer, music and the holy word.

### SKILLS AND QUALIFICATIONS

- Ability to play proficiently various styles of music on keyboard.
- Ability to select both contemporary and traditional music for purchase and presentation, which is complementary to the style of worship at Carnegie Presbyterian Church.
- Ability to work as a team leader and team member.
- Sensitivity to and appreciation of Presbyterian worship, especially as it is expressed through music.
- Ability to obtain all required Child Protection Clearances.

### RESPONSIBILITIES

1. Be directly responsible to the Pastor and the Worship Committee Chairperson. Planning for worship services shall be a joint effort between the Pastor, Director of Music, and Worship Committee. Special services, special music presentations and other special requests must be approved by Session.
2. Provide worship music at regularly scheduled Sunday morning services.
3. Provide worship music for the following additional services during the year: Christmas Eve, Ash Wednesday, Maundy Thursday and any additional Easter services.
4. Provide worship music for additional services not listed above, subject to the Director's availability. Reimbursement for such services shall be \$75.00 per service and may include: Thanksgiving, Advent, Lenten services, Hanging of the Greens and New Year's Eve.
5. Conduct one weekly practice and one warm-up session prior to the Sunday morning service with the Praise Band.
6. Be responsible for the purchase of all music and music supplies. Expenditures in this area shall not exceed the amount provided in the church budget.
7. Provide music at weddings and funerals held within the Employer's premises, if available. Arrangements, including fees, will be made directly between the said party and the Director.

Approved by Session May 20, 2019

8. Attend Worship Committee meetings, and other committee and Session meetings as may be necessary.
9. Report to the Worship Committee the condition and needs for the maintenance of the Employer's musical instruments as needed and submit a complete condition report on a bi-annual basis. The Employer shall provide for the proper care of these instruments.
10. Obtain coverage for any worship service not attended. The authorized fee for a substitute keyboardist is \$100.00 and communicating the amount of the fee to the substitute musician will be the responsibility of the Director.
11. If illness or emergency necessitates a last minute absence, contact the Pastor as soon as possible. Alternate contacts are the Worship or Personnel committee chairpersons.

#### THE EMPLOYER SHALL

1. Provide a salary of (negotiable) payable in 12 monthly installments at the end of each month. This salary shall be reviewed annually.
2. Provide secretarial support for maintaining the reporting usage of the CCLI license and for other special projects as deemed appropriate by the Pastor and Worship Committee Chair.
3. Provide 3 Sundays as vacation and will cover the cost of the substitute. It will be the responsibility of the Director to find the substitute keyboardist. If additional Sundays are needed, the cost of the replacement shall be the responsibility of the Director.

Interested Candidates please send resume to Tim Bailey, Personnel Chair, Carnegie Presbyterian Church, 219 Ewing Rd., Carnegie, PA 15106 or [cpcoffice@carnegiepresby.org](mailto:cpcoffice@carnegiepresby.org)