

## **DIRECTOR OF MUSIC**

First Presbyterian Church of Woodstock, Illinois

*Part-time, salaried*

**Purpose:** To collaborate with the Pastor and the Worship Committee in creating meaningful worship services through musical leadership.

**Accountability:** Accountable to the Pastor as Head of Staff or acting Head of Staff in the Pastor's absence.

### **Responsibilities:**

#### **1. Music Leadership**

- Provide leadership for the church's music ministry, with primary responsibility for the choir.
- Identify, support and develop choir members and other musicians as appropriate.
- Supplement worship with occasional musical offerings from individuals and ensembles (vocal, instrumental, chimes, handbells, as available).
- (September–May) Rehearse and direct the choir and musician(s) to present special music approximately 2–3 times per month and select Holy Days, with guest musicians for Sundays on which the choir does not sing.
- (June–August) Coordinate guest musicians to present special music 2 times a month.
- Produce an annual intergenerational Christmas Cantata.
- Lead congregational singing during worship services.

#### **2. Staff Oversight & Collaboration**

- Provide direct supervision of the accompanist, including conducting an annual evaluation and submitting a report to Staff Management upon its completion, as well as informing Staff Management promptly if additional support or intervention is needed.
- Collaborate with the Pastor to select worship music that supports unified liturgical themes.
- Serve as an *ex officio* member of the Worship Arts Committee and advise on worship-related budget items.

#### **3. Communication & Congregational Engagement**

- Communicate regularly with choir members, musicians, and the congregation.
- Lead recruitment and participation in the choir and music ministry.
- Make purchases within the approved budget and submit requests for additional needs when appropriate.

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### **Experience & Qualifications:**

- Experience with music programs in a sacred or liturgical setting.
- Ability to lead congregational and choral music in a variety of musical styles in a worship setting.
- Demonstrated skill in recruiting, training and leading musicians.
- Proficiency in choral direction.

### **Relationships:**

- **Reports to:** Pastor (Head of Staff)
- **Supervises:** Accompanist
- **Serves as:**
  - *Ex officio* member of the Worship Arts Committee
  - Leader and mentor to musicians

### **Evaluation:**

Annual performance reviews will be conducted by the Pastor under the direction of the Session through Staff Management. Staff Management will also conduct an annual review of compensation.