

## Covenant Presbyterian Church, Johnson City TN – Job Description

**Position Title:** Director of Music

**General Description:** Provides the principal leadership of the church's music programs, including direction of the choirs. These programs are carried out in a manner which glorifies God.

**Time Required:** Salaried, Part-time expected 12-15 hours per week

**Supervision:** Accountable to the Pastor as Head of Staff and to the Worship Committee

### **Specific Duties**

1. Works with the Pastor to plan, organize, and carry out the church's music programs
2. Helps develop and conduct the church choirs and choral groups
  - a. Select anthems, solos, and special service music, taking into consideration the liturgical calendar, preaching themes, and choir capabilities
  - b. Schedule weekly rehearsals, taking into consideration the flexibility required by the inevitable scheduling conflicts of volunteers
  - c. Alter standard weekly rehearsals to meet special circumstances or add sessions to support special musical presentations.
3. Works with the Accompanist for rehearsals and preparation for services
4. Directs the Handbell Choir
5. Arranges for the maintenance of the church's musical instruments and paraphernalia, including choir robes and music library
6. Prepares a budget for the music programs and purchases new music and other materials, within the budgeted allowances
7. Provides for substitute musicians while on vacation or continuing education time, with the help of the Worship Committee
8. Serves as a member of the Worship Committee
9. Encourages participation and education of the congregation in music ministries

**Relationships:** Work in close cooperation with the following:

1. Pastor, especially in the selection of music thematically and planning for special worship services
2. Accompanist, in rehearsal and during services - the accompanist is under the director of music in matters of performance, but is not administratively subordinate
3. Worship Committee and through the committee the Session
4. Admin/Budget Committee, for personnel related matters