

New Hempstead Presbyterian Church
Position Description – Church Music/Choir Director

Title: Music Director

Date: Current

Purpose: To develop the Church's music program, lead the Adult Choir and arrange for including other musical opportunities in the worship service, and encourage and develop congregational singing.

Accountability: To the Session under the direction of the Worship, Music & the Arts Committee and to the Personnel Committee Chair for annual review.

Salary: Base-line salary starting at \$20k negotiable commensurate with experience.

Responsibilities:

1. Choose, prepare and rehearse musical selections (which includes Choir music) to enhance and inspire the worship life of NHPC, in coordination with the pastor and appropriate to the liturgical readings of the worship services.
2. Play majority of hymns on the church's Allen Organ.
3. Rehearse Choir on a weekly basis (currently Thursday evenings from 8 PM to 10 PM). Recruit new choir members and support all musicians in offering their gifts.
4. Rehearse Choir Sunday mornings prior to the worship service from 10:15 AM to 10:45 AM. (Between Labor Day and second Sunday of June).
5. Plan additional special music for worship services as needed and appropriate. This can include vocal or instrumental solos, duets (etc.), handchime choir (we have 3 octaves), children's chorus or any other musical gifts that can be organized.
6. Music Director will be expected to play at all "extraordinary" services, ie: Ash Wed., Maundy Thursday, Good Friday, 2 Easter, Christmas Eve.
7. Special services, such as funerals or weddings, fall under the responsibilities of the music director.
8. Schedule musicians to provide special music for summer services during the choir break and assist them as needed in choosing appropriate pieces.
9. Source and secure additional instrumentalists or vocalists as necessary, both volunteer and paid, in support of the music program.
10. Attend any Worship, Music and the Arts meetings when requested. Plan to meet on a regular, informal basis with the minister to discuss and plan music for upcoming worship services.
11. Organize, develop, and continue to update and maintain the church's music library.
12. Supervise maintenance of the pianos and organ.
13. Secure a substitute choir director/organist as needed, in consultation with the Pastor and the Worship, Music and the Arts Committee chair.

Characteristics and qualifications:

1. Degree in Music, with experience conducting and developing choral ensembles.
2. Proficient in playing the organ and piano and accompanying choir from the keyboard.

3. Proficient in teaching and leading adults (with trained and untrained voices) in church music, with personal commitment to continuing development of musicianship.
4. Able to be a team player.
5. Creative, organized, dependable, and punctual.