



**Position Description  
Effective August 2017**

**Part time Director of Music**

**Average number of hours per week:** 12 to 15

**Reports to** Pastor, Head of Staff

**Purpose of Position:** To provide leadership, direction and coordination of the music ministry of First Presbyterian Church in Springfield (Flourtown)

**Components of the Position:**

**I. Choral Director**

- Provides leadership, direction and training to the voluntary Adult Chancel Choir.
- Develops the skills of the choir through regular practice sessions and preparation prior to the worship service.
- Selects vocal music that complements the lectionary and/or planned focus of worship and is appropriate for the talent level of the choir.
- Plans and conducts two seasonal Cantatas (Christmas and Palm Sunday/Easter), in collaboration with the Pastor. Recruits instrumentalists and additions to the choir as needed and within budget.
- Collaborates with the Pastor and the Worship and Music Committee to prepare special services for Christmas Eve, including a Christmas Eve Family Service geared to the active participation of young children, and Easter

**II. Organist/Accompanist**

- Provides instrumental music for one weekly Sunday morning worship service for 48 Sundays, Ash Wednesday, Maundy Thursday, two services on Easter and Christmas Eve (the number determined by the Pastor). Selects, rehearses and plays organ or piano music to complement the planned focus of worship, including preludes, postludes, hymns, offertories, and communion meditation as appropriate.
- Rehearses, directs, and accompanies choir, vocal and instrumental soloists and ensembles.
- Uses a Baby Grand Baldwin piano or three-manual digital organ effectively.
- During summer months, recruits, rehearses and accompanies vocal soloists, instrumentalists or ensembles to provide the choral music for Sunday worship.
- Arranges for a substitute accompanist, with the approval of the Pastor as Head of Staff, when necessary due to sickness or vacation.

**III. Bell Choir Director**

- Provides leadership, direction and training for the Adult Bell Choir.
- Selects ability-appropriate music for use with three octave bells and leads or coordinates rehearsals September through June. The Bell Choir performs approximately three or four times during the year, and may provide bell accompaniment to choral pieces for special worship services.

**IV. Children's/Youth Choir Director** – the church has a long history of a vibrant children and youth music ministry; our programs are currently on hiatus due to shifting demographics. The church hopes to rebuild this ministry, with the help and leadership of the Music Director.

**V. Miscellaneous Responsibilities of the Music Director**

- Serves as an ad hoc member of the Worship and Music Committee to provide input into planning of worship and special musical events. Provides input/recommendations on the annual W&M budget and manages the music program within the limits of the adopted budget.
- Attends staff meetings, as requested by the Pastor as Head of Staff, to ensure ongoing inter-staff communication and collaboration.
- Provides music for weddings and funerals, as requested, for an honorarium.
- An opportunity exists to develop a community-based concert series, in collaboration with the Community Outreach Committee.

**Qualifications:**

- A minimum of a Bachelor's Degree (or its equivalent) in Music
- Training and proficiency on the piano and a three-manual digital organ
- The ability to train and conduct volunteers of different abilities

**Compensation and Benefits:**

- Salary range: \$19,000 - \$24,000; commensurate with qualifications and experience
- Music Director may provide fee-based vocal or instrumental lessons at the church, and/or use the sanctuary for student performances and recitals.

**Process:**

Interested candidates should submit, electronically, to Linda Phelps, Personnel Committee Chair at [personnel@flourtownpres.org](mailto:personnel@flourtownpres.org):

- Cover letter describing interest in the position and commitment to church music
- Resumé, including education/training and past experiences with dates and locations
- Three (3) current references with contact information

Receipt of application will be acknowledged. Candidates will be notified of Next Steps when appropriate.