

McCarter Presbyterian Church
Director of Music Ministry
January 2020

Job Description

- Promotes, schedules, and directs the **Music Ministry** of McCarter Presbyterian.
- Works closely with the Pastor and the **Worship committee** in planning and developing worship and any special programs.
- Assists pastor in selection of **music, anthems, and guest performances** to supplement worship and to promote God's Word.
- Reports to, and is supervised by, the Church Pastor in consultation with the Worship Committee.
- **Compensation:** Negotiable, but based upon the following:
 - \$100 per performance (choir direction or anthem performed)
 - minimum of \$50 per rehearsal.
- Benefits: Minimum of **2 weeks vacation** with approved absence up to four Sundays with negotiable stipend for **Continuing Education**.
- Additional benefits for **personal days** and family leave are subject to general personnel policies of the church.
- A comparable **substitute** will be made in advance and paid as an honorarium by the church, coordinated by the Director of Music Ministry, Pastor, and the Worship Committee.

Job Duties

- Provide ongoing support and planning for the **Music Ministry** of the church.
- Develop and direct an **adult choir** to support Sunday worship (**Chancel Choir**).
- When appropriate, support and **develop music ministry** for youth and other appropriate small group.
- Plan and develop **special music** for worship and for special occasional services (i.e., Christmas Eve, Epiphany, All Saints Day, Reformation Sunday) in cooperation with the Pastor and the Worship Committee.
- Provide **leadership** in developing additional programs (church choirs and musical groups) as the need and or interest arises, with full consideration for adequate compensation.
- Communicate and cooperate with **organ and piano accompanist** in support of worship and programs.
- Assist and direct the **maintenance and care** of music materials, musical equipment, and instruments.
- Offer insight and assistance in preparation of **annual church budget**.
- Other duties agreed upon with the Pastor in consultation with the Worship Committee