

## **Director of Traditional Music Ministries**

### **Paoli Presbyterian Church, Paoli, Pennsylvania**

#### **BASIC FUNCTION**

The Director of Traditional Music Ministries will invite and equip those with traditional vocal and instrumental gifts to share their talents in worship leadership, primarily during the one Sunday traditional worship service and on other occasions when requested. The Director's ministry will reflect discernment, long-term planning, and a focus on the integration of the music program into the worship services and selected special events.

#### **REPORTING RELATIONSHIPS**

The Director of Music Ministries reports to the assigned Pastor. Incumbent works closely with other church staff and participates in regular staff meetings to ensure coordination with other church programs and staff. The assigned Pastor, with input from others, evaluates the Director of Traditional Music Ministries annually based on job description and negotiated specific annual goals and objectives.

#### **AUTHORITY**

The Director of Traditional Music Ministries has the authority to develop programs for adult choir, brass, and other vocal/instrumental ensembles; to schedule rehearsals; and to spend budgeted funds for this ministry.

#### **RESPONSIBILITIES**

The Director of Traditional Music Ministries is responsible for developing and leading a ministry of enthusiasm and excellence that helps equip musicians for service to Jesus Christ. The Director ensures that all traditional worship services are provided with strong musical leadership. The Director is responsive to requests from pastoral staff or other colleagues for choir, bells, or brass assistance. The Director works in cooperation with the Director of Contemporary Music Ministries to ensure that all styles of worship are viewed positively and encouraged in the congregation.

#### **PRINCIPAL DUTIES**

- Invites, trains, rehearses, and equips music teams to facilitate the congregation's participation at the Sunday traditional worship service. This involves consistently reinforcing the teams' roles in setting a worshipful atmosphere and encouraging congregational involvement. Such teams include choir, brass, bell choir, and others as are deemed appropriate in collaboration with the assigned Pastor. This includes overseeing the work of the accompanist when an accompanist is utilized.
- Provides collegial support of other worship services and special events when requested.
- Works with other music staff to schedule and prepare teams for special events and worship services (e.g., Maundy Thursday, Wonder of Christmas, Lenten series evening services, etc.). This includes, for example, arranging for an orchestra for a Christmas cantata (or similar events).
- Plans and manages a budget for musical support of the traditional worship service.

- Leads the music group in a brief time of sharing at each rehearsal during which members may express joys and/or concerns to the group. Closes this time with prayer.
- Leads the music group (or invites a group member to do so) in prayer in preparation for every worship service.
- Works with the program and music staff to plan and schedule the worship music selections to be used in upcoming services.
- Plans, schedules, and coordinates worship team rehearsals and services to ensure that adult music teams are present and prepared to support traditional worship services.
- Makes contingency arrangements to account for unexpected scheduling issues.
- Invites members of the congregation to share their gifts in worship through special music.
- Maintains the church traditional music library.
- Participates in weekly staff meetings.
- Ensures that all traditional music equipment is maintained in optimal condition.
- Assists in identifying musicians for funerals, weddings, and similar events. Payment for participation in such events is above normal compensation and comes from the requesting individual or group.
- Performs other duties as assigned by the supervising Pastor.

## **PERSONAL QUALIFICATIONS**

### **Educational Background**

- Required: A bachelor's degree or greater in music or music education.
- Preferred: Experience or demonstrated skills in choral/instrumental rehearsing, conducting and arranging.

### **Personal Qualifications**

- This position requires a sincere and committed Christian with an open, engaging and welcoming style of ministry and a passion to lead others to know and worship God.
- This position also requires acceptance of and adherence to Paoli Presbyterian Church's Core Values and Code of Conduct.

### **Competencies**

This person shall possess

- Strong musical skills, particularly in training and rehearsing musicians and leading groups of singers.
- Strong organizational and planning skills to develop, schedule, and prepare multiple worship music teams.
- Strong collaboration / teamwork skills, with an emphasis on achieving shared objectives.
- Although not required, experience as an organist or choral accompanist is desired.

## **POSITION**

- Part-time, Exempt
- Vacation and Continuing Education as provided in individual letter