

# Sample Position Description

TITLE: Music Director

REPORTS TO: Priest

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## POSITION SUMMARY

Plans and coordinates the music program in order to facilitate the full and active participation of the congregation in the liturgical life of the church.

## PRINCIPAL ACCOUNTABILITIES

1. Participates in the planning and preparation of liturgical celebrations (worship services, funerals, weddings, etc.)
2. Selects and prepares music for all liturgies.
  - a. Schedules ensembles and soloists for congregational worship.
  - b. Obtains, prepares and maintains the music for liturgies.
  - c. Leads the music for funeral liturgies.
  - d. Selects music in conjunction with members of the congregation
  - e. Consults, plans and plays organ for weddings on a fee-for-service basis.
3. Organizes the congregation's music groups and musicians and schedules rehearsals in order to provide direction and training.
4. Holds weekly rehearsals for and directs the following groups: Gospel Choir, Sanctuary Choir, Youth Choir, Folk Group.
5. Oversees rehearsals which are held during the months of September through the Feast of Pentecost. Choirs meet once a month during July and August.
6. Selects and trains all choir members and soloists/cantors.
7. Maintains own professional competence through regular music practice.
8. Establishes and maintains contact with resources both within as well as outside the parish musical and liturgical community to facilitate the growth of new ideas.
9. Attends staff and worship committee meetings.
10. Prepares annual budget for area of responsibility and administers the expenditures of approved items.
11. Performs other duties and assumes other responsibilities as mutually agreed upon with supervisor.

12. Arranges for the repair and tuning of the church's keyboard instruments.

#### QUALIFICATIONS

1. A bachelor's degree in music. Master's preferred.
2. High degree of proficiency in use of the organ and a working knowledge of other instruments.
3. Knowledge and appreciation of liturgical arts and practices, especially in the Episcopal Church.
4. High degree of proficiency in directing choirs and supporting congregational singing.
5. Willing to improve knowledge and skills through course work and professional associations. Continuing education monies may be used when available.
6. Ability to work as a team play with Priest, staff and committees.

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NOTE: This is only a sample of a generic position description. The Vestry or Staff Support Committee should tailor the position description to fit the specific needs of the congregation.

Regarding the qualifications, there are many music directors across the church serving faithfully and capably without college degrees. This higher standard of qualifications is given with the idea that it is easier to scale down a position description from a sample than to add responsibilities or qualifications.