

# Covenant Presbyterian Church

## Job Description and Conditions of Employment

### Music Director

#### General

The Job Description and Conditions for Employment for the position of Music Director for Covenant Presbyterian Church in Springfield, OH, details the general and specific requirements for the position.

#### Job Goal

To serve the church by working with the Pastor and Worship Committee to develop a comprehensive and expanding music program for the church.

Position: Program Staff, Exempt, Part-time

#### Knowledge, Skills and Abilities

- Bachelor of Music, Bachelor of Music Education (concentration in voice), or equivalent experience.
- Piano proficiency preferred.
- Advanced sight-singing skills.
- Knowledge and experience in choral conducting.
- Knowledge and experience in conducting hand bells.
- Interpersonal skills using tact, patience and courtesy
- Give clear, detailed oral and written directions
- Understand and follow oral and written directions.
- Working knowledge of the congregation's worship services and a theological understanding of church music.
- Communicate well, work cooperatively with others and in a friendly manner with the Pastor, Worship Committee members, fellow employees, church choir and bells, worship team, and members of the congregation.

Duties: The duties required of this position include but may not be limited to the following:

1. Direct all regular and extra chancel and bell choir rehearsals and performances.
2. Coordinates the total music ministry of the church in conjunction with the Pastor, organist, and pianist.
3. Collaborate with and supervise the organist and/or pianist for weekly accompaniment needs at rehearsals and services.
4. Prepare and plan musical selections for the choirs that align with the liturgical calendar, scripture, and/or sermon theme when possible.
5. Train choirs in choral and bell techniques, appreciation of sacred music, and leadership and participation in worship.
6. Recruitment of members into the music program.
7. Schedule and ensure the tuning of all pianos and piano humidifier maintenance.
8. Monitor condition of bells and arrange for cleanings and/or repairs, as needed.
9. Arrange for annual dry cleaning of choir robes.
10. Engage the congregation and community of Springfield, Ohio a minimum of one time per year each for the choir and bells by organizing and/or directing musically enriching public programs, in collaboration with the Pastor, to bring the CPC music program into the community.
11. Manage and organize the CPC Choral and Hand Bell Music Library: Maintain digital database, file and catalogue music, and update library catalog with new music.
12. Work with the Pastor and Worship Committee to develop the annual Music Program budget, and work within the annual approved music program budget.

13. Submit expense reports, including all supporting documentation, expenses, and invoices in a timely manner according to established guidelines.
14. Attend called Worship Committee meetings.
15. Lead and coordinate the Covenant Concert Series team to create performance schedule, book artists, arrange rehearsals, arrange chaperones, work with the artists on performance day, coordinate after-concert treats, and work with the Executive Secretary on PR for the events.
16. Post Covenant music program events/information on the church's social media pages.
17. Attend staff meetings, retreats, and/or other meetings requested by the Pastor.
18. Engage with the congregation after worship during Fellowship Time and be accessible to congregants who wish to talk to you.
19. Provide other assistance as requested and agreed upon.

Conditions of Employment:

Salary as approved by Session.

This is an 11 month position covering from August – June each year. The expectation is that you are present for each rehearsal, every Sunday, and additional services, such as Ash Wednesday or Maundy Thursday, Palm Sunday, Easter, Carols & Lights, Blue Christmas, and Christmas Eve, during the chancel and bell choirs' season, unless sick, except for Epiphany Sunday and the month of July. The Music Director must find a replacement or adjust responsibility when unable to be present at rehearsals or Sunday service. The replacement will be reported to the Pastor/Head of Staff.

Note: Choir and Bell rehearsals begin 2 Thursdays before Labor Day Sunday. The choir begins singing in worship the Sunday after Labor Day. The choir and bell's last Sunday in worship is either Pentecost or the last Sunday in May, whichever comes first.

If the Music Director provides special music during the summer months, he/she will be paid as a guest musician. Additional Compensation: When requested to perform additional music, the following compensation is as follows: Summer Special Music: \$50.00

The Music Director will be responsible for arranging special music during the summer months and Epiphany Sunday.

Vacation and sick time according to the HR manual policy longevity of service.  
Employment offer will be subject to a background check.

The Session of Covenant Presbyterian Church has the final determination in evaluating job performance and employment.