

Mt. Hebron Presbyterian Church

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Rev. Amy Carlson, Pastor*



DIRECTOR of MUSIC MINISTRY MOUNT HEBRON PRESBYTERIAN CHURCH

POSITION DESCRIPTION

POSITION SUMMARY:

The Director of Music Ministry (DMM) shall be responsible for overseeing and creating the musical experience during worship services at Mt. Hebron Presbyterian Church. Our church welcomes a musician (organist/pianist) with passion and vision that has a quality to inspire and lead the service through music. The DMM is a compelling spirit of possibilities, self-motivated, enjoys teaching, and works collaboratively with leadership, staff and the congregation.

RESPONSIBILITIES:

1. Meets and collaborates with the Pastor and the Worship Team to support the music ministry of the Church. This will include planning for music that amplifies the themes of the liturgy and seasons. This also includes an ongoing assessment of the musical needs and tastes of the congregation with adjustments as needed and appropriate. We welcome creativity.
2. During the service the DMM will oversee and provide preludes, postludes, offertory music and responses, communion, anthems and other special music as needed during the worship service.
3. Provide the church office and Pastor with the titles and composers of music that will be used during the worship service for inclusion in the church bulletin. These submissions are to be made by the Tuesday evening of each week, for the following Sunday. For special services, the Church Coordinator will notify the DMM with the dates/times for special service deadlines.

4. Provide music for special services. The special services include Ash Wednesday, Maundy Thursday, Easter Sunrise and Easter morning Worship Services, Winter Solstice service, Christmas pageant and Christmas Eve Services.
5. As feasible and when possible, arrange for special soloists, children, youth and instrumentalists, to enrich the congregation's worship experience, i.e. flutist, violinist, guitarist, bagpiper for Scottish Sunday in June (currently being scheduled by the Worship Team).
6. Secure, schedule and provide music for the worship services for the summer months. There are three to four outdoor services (weather permitting) during the summer in which the keyboard will be used.
7. Notify the Pastor and Church Office Coordinator of the need to obtain the services of a qualified substitute organist/pianist to assume the DMM duties during any times of absence or vacation. This includes the four (4) weeks paid vacation provided.
8. Provide music for funerals and weddings as invited to do so by the families involved. If unavailable, help in arranging for a qualified substitute. (Fee for these services to be established by the DMM and paid by the family requesting the service.)
9. Review and maintain a satisfactory library of music appropriate for both adult and youth/children singers and order new music as necessary and desirable.
10. Meet with the Pastor and Worship Team and submit requests for music-related expenses for inclusion in the church budget. The DMM shall honor the music budget as established by the Session.
11. Advise the Worship Team when the organ and piano requires repair or tuning. Monitor the humidifier for the piano and replenish as needed.
12. In the long term, record music to be used as accompaniment for the congregation in case of absence or emergency, and formulate this as a database by song.

GOALS:

1. Create meaningful services that reflect a diversity of musical styles that allow participants to worship and express their unique faith in God.
2. Encourage church attenders to consider joining the choir, particularly high school students and young adults.

3. Work with the Worship Team and Christian Education Team and Pastor to find ways for children and Youth to participate during worship.

RELATIONSHIPS and ACCOUNTABILITY:

1. This is a part time salaried position.

2. The DMM reports directly to the Pastor and Personnel Team.

3. The pastor will select hymns and provide guidance as to the focus of worship services so that the music selected for a service is appropriate and meaningful

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