

JOB DESCRIPTION
DIRECTOR OF MUSIC

I. Meetings

- A. The Director of Music shall be responsible to the Board of Deacons and shall report to them when called upon by the Board or when the Director feels it is necessary.
- B. The Director of Music shall attend staff meetings when asked to do so.
- C. The Director of Music shall attend quarterly Church Council meetings, or appoint a representative from Senior Choir.

II. Musical performances, rehearsals, and purchases.

- A. The Director of Music shall schedule rehearsals at a time mutually convenient for those participating.
- B. The Director of Music shall arrive for Sunday and special services no later than 30 minutes prior to beginning of the service.
 - 1. Select two vocal or choral (bell choir or instrumental) selections for each service of worship unless otherwise stipulated.
 - 2. Coordinate Sunday anthems with the ministerial message.
 - 3. Insure choral or vocal music for any worship service in the Church for which it has been requested.
 - 4. Provide choral or vocal selections for additional services of worship. This would include Thanksgiving, Christmas, Lenten and Easter services when held at Union Church.
 - 5. Utilizing the Choir music library and/or purchasing new music as the budget allows, the director will select choral music to be performed by the Senior Choir.
 - 6. Work closely with the Organist to coordinate the Sunday morning music program and other special events. (ordinations, anniversaries, etc.)
- C. The Director of Music shall personally direct the Senior Choir of the Church. He/she should provide a replacement for himself/herself for any Sunday service or rehearsal should it become necessary.

III. Organ and Piano Maintenance

- A. The Director of Music shall assist the Organist, if necessary, in the acquiring and carrying out of maintenance of the organ and pianos.

IV. Vacations and Voluntary Duties

- A. July and August shall be the months that the Director of Music need not be present in Church. However, he/she shall be responsible for arranging special music during that period.
- B. The Director of Music shall not be required to direct the Junior or Youth Choir, but shall obtain choir leaders and accompanists for these groups.
- C. The Director of Music shall not be responsible for acquiring pianist/organist for the church school program, or to develop music programs for other church related organizations.
- D. The Director of Music shall not be responsible for the planning and directing, of extra-curriculum programs.