

Position Description
DIRECTOR OF MUSIC
Falls Church Presbyterian Church

PURPOSE:

To provide musical worship and ministry support, in conjunction with staff and volunteers, to the congregation of the Falls Church Presbyterian Church (FCPC).

POSITION CLASSIFICATION:

The position of Director of Music is classified as salaried and exempt and includes benefits. The position is for 22 hours per week during the program year (September through June) and nine hours per week during July and August, an average work week of approximately 20 hours.

ACCOUNTABILITY:

All FCPC staff members report to the Pastor as Head of Staff; personnel matters are handled by the Pastor and the Ministry Support Oversight Team. The Director of Music works directly with and takes policy and program direction from the Worship Ministry Team, which acts on behalf of the Session. The Director of Music works collegially with the entire church staff, music program volunteers, and the Congregation to oversee the music ministry of FCPC. The Director of Music shall attend Worship Ministry Team meetings and facilitate coordination, planning, and implementation of all elements of the music program.

RESPONSIBILITIES:

The Director of Music will lead and direct the Chancel Choir, manage existing musical activities, work with others to enrich the music program, and further enhance the overall worship experience.

In conjunction with the Pastor, the Worship Ministry Team, and other program staff/clergy, the Director of Music will coordinate all music to be used in weekly worship services, including hymns and other service music. This planning will cover worship throughout the year, including the summer when the Chancel or other choirs are not active. Planning will also include production and coordination of various special musical presentations for worship and special events throughout the program year. These include additional worship services during Lent and Advent and other events as appropriate.

Specific responsibilities for the Director of Music are as follows:

1. Worship Support

- In conjunction with the pastoral staff, is responsible for hymn selection and arranging for musical accompaniment and worship music leadership at all worship services.
- Manage and oversee the annual music program budget.
- Advertise, plan auditions for, and supervise the hiring of choral associates (section leaders) and all other paid musicians.
- Arrange for special additional musicians for Christmas, Easter, and festival services.
- Identify, recruit, and arrange for summer music for the summer worship services from among the congregation, to include adults, children, youth members and non-choir members.
- Support the Audiovisual team in providing the best possible video and audio broadcast of the services' musical elements for all Livestream broadcasts.

2. Adult Music Programming

- Supervise all music staff and volunteers, including the Organist, choral associates, and others, meeting with them as necessary. This should include a weekly meeting, as needed, with the Organist to coordinate music for worship and offer mentoring for professional development.
- Actively recruit and/or encourage recruitment of new participants.
- Plan, select, or oversee selection of all music to be learned and presented by choir.
- Plan, organize, and execute weekly rehearsals for Chancel choir, and lead them during worship.
- Maintain weekly communications with the choir as to schedules, rehearsals, etc.
- Provide resources for choirs, such as internet links, recordings, and print material to support performance.
- Establish a volunteer team to provide assistance with music department tasks that

may include maintenance of the music library and choir room facilities.

3. General administrative duties.

- Attend weekly staff meetings, monthly Worship Ministry Team meetings, and other church meetings as necessary.
- Arrange for maintenance and proper care of all instruments belonging to FCPC, including the organ, pianos, and handbells.
- Secure and maintain all music supplies such as stands, podia, robes, stoles, folders, etc.
- Develop and maintain the choral library, including storage, cataloging, and organization.
- Purchase additional music and secure copyright permission for material reprinted for use by the choir/congregation/instrumentalists.
- Provide timely material and information to staff, church committees, volunteers, and others as needed for inclusion in weekly worship bulletins, the FCPC website, weekly email newsletters, other congregational publications, bulletin boards, and other communications as necessary.
- Maintain and supply the choir rehearsal room, choral robing rooms, and arrange for periodic cleaning of choir robes and stoles.

4. Enhancing the Music Program

- Work with Head of Staff, Worship Ministry Team, Spiritual Growth Ministry Team, and youth leadership to explore, develop and, if feasible, implement music programming for children and youth.
- Work with Head of Staff and Worship Ministry Team to explore creation of and support the work of additional alternative music ensembles, including small groups, modern worship song groups, or other performance options and choir formats.
- If possible, consider arranging, recording and editing virtual music performances for inclusion in in-person and livestream broadcasts of services

The Director of Music shall perform other functions as required in support of the FCPC Music Program under the guidance of the Worship Ministry Team and Head of Staff.

EVALUATION:

The Head of Staff, in collaboration with the Ministry Support Oversight Team, as the designated representative of the Session, will evaluate professional effectiveness, accomplishment of work objectives, and compensation/benefits at least annually.