

First United Presbyterian Church of Tarentum, Pennsylvania

POSITION DESCRIPTION – Music Director

TITLE: DIRECTOR OF MUSIC

REQUIREMENTS/QUALIFICATIONS:

Choral Conducting Experience

Successful leadership in church music

National and Pennsylvania criminal background checks as well as Acts 33 and 34 clearance.

Relates and is accountable to: The Pastor as Head of Staff and the Session through the Personnel & Worship Committee.

PURPOSE & RESPONSIBILITIES:

1. To prepare and conduct the Adult Choir and Organist from Mid-August through beginning of June at Sunday Morning Worship Services as well as for special services throughout the year (Ash Wednesday, Maundy Thursday, Christmas Eve, etc.).
2. Work with the current adult choir (approximately 12-15 members) as well as recruit new members to the choir with the assistance of the adult choir.
3. Select and plan musical repertoire for the liturgical year from a variety of styles and genres
4. Develop and/or coordinate a Children's Choir program.
5. Meet with the Pastor to prepare/develop Corporate Worship Format for Sunday Worship and other services during the choir season
6. Organize and maintain the music library using existing music while also choosing new music that is suitable for the adult choir.
7. Prepare small vocal ensembles and coach soloists when appropriate
8. Develop a professional relationship with the Pastor, Worship Committee, members of the choir, and organist

Hours: Part-time 6-10 hours per week

Vacation:

Two (2) Sundays paid per year (Mid August – Mid June), off Mid June -Mid August

Evaluation: Performance reviews will be conducted annually by the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation, for final approval by the Session.

SALARY: Based on academic background, prior professional experience, and involvement with a children's choir.

Approved by Session October 3, 2021

Updated March 6, 2023