

## **St. James Presbyterian Church**

### **Job Description - Worship & Music Leader**

#### **Purpose**

St. James Presbyterian Church seeks a Worship & Music Leader who has a passion for developing choral and music programs for our welcoming, multi-generational, Christian worshipping community.

#### **Responsibilities**

##### *Coordinate and lead music program*

- Guide congregational singing and other music for weekly worship in coordination with the Pastor
- Assist in the selection of weekly worship music in coordination with the Pastor
- Participate in special services, i.e., Christmas Eve, Maundy Thursday, Ash Wednesday, etc.
- Participate in ecumenical events, i.e., community Thanksgiving, Good Friday, Easter Sunrise
- Work as a resource person with the Worship Committee to enhance worship through music
- Provide variety to music program as is appropriate
- Maintain music library and select new music
- Supervise and/or delegate recruitment/organization of youth or hand bell choirs
- Supervise maintenance/inventory of church musical instruments
- Submit proposed music budget to Worship Committee prior to November 1st of current year
- Mentor the organist/pianist as their direct supervisor
- Develop volunteer congregational song leaders

##### *Provide leadership for Choirs*

- Encourage choir(s) in learning new choral techniques/appreciation of sacred music
- Organize, motivate & conduct regularly scheduled choir rehearsals
- Consult with pastor regarding appropriate hymn selection/thematic choral/special music
- Responsible for providing special music during the 3-month summer choir hiatus
- Provide substitute choral leader when absent

#### **Accountability**

The Worship & Music Leader shall be accountable to the Session through the Worship and Personnel Committees, under the direct supervision of the Pastor.

#### **Qualifications**

The Worship & Music Leader will have a strong faith in Jesus Christ, and have a religious musical background. They will have special training in conducting choirs, with the ability to recruit/organize groups. A degree in music and/or conducting experience highly recommended.

#### **Terms**

The responsibilities of the Worship & Music Leader shall be for twelve (12) months. The choir(s) sings for a period of nine (9) months coinciding with the school year. The director will be responsible for providing special music during that three-month summer period.

All policies and benefits are governed by the St. James Presbyterian Church Personnel Policy manual.

*Revised 4/8/2019*