

## **Music Director St. Giles Presbyterian Church**

### **Music Program Vision Statement**

The purpose of the music program at St. Giles Presbyterian Church is foremost to glorify God, and secondly to invite members to participate in musical activities as part of worship services and gatherings in order to create a deeper community. Through the expansiveness of form and genre, the music of St. Giles should seek to be authentic to the church and our faith, and to nurture each member's experience with God.

**Reports to:** The Personnel Committee will designate a pastor to whom the Music Director will report. In the event of absence or vacancy of all pastoral positions, the Music Director will report to someone as directed by the Session.

**Department:** Music Department Staff

### **Overall Authority and Purpose**

The Music Director will be responsible for the worship through music ministry of St. Giles Presbyterian Church. Person(s), if any, filling other components of the music program will report to the Music Director regarding their respective functions and responsibilities.

### **Position Objectives**

- 1) Ensure the quality and completeness of worship through music by:
  - a. Continually improving the level of presentation of all choirs and all forms of musical elements of worship.
  - b. Including all forms of musical expression as elements of worship.
  - c. Introducing new and diverse elements of music.
  - d. Maintaining the Presbyterian reformed nature of worship.
- 2) Increase participation in worship through music by:
  - a. Recruiting new participants in the adult and youth music programs and particularly the choir(s).
  - b. Promoting and increasing active participation of the congregation in the musical elements of the worship service.
  - c. Including the talents of other members of the congregation who may not be active members of a choir.
  - d. Securing outside singers and musicians as needed for presentations and to enrich the existing programs.
  - e. Be present for all scheduled services and advise, collaborate, support, and participate as needed and requested in any special services and activities. (If unforeseen circumstances arise, including but not limited to personal illness, arrangements will be made in conjunction with the supervising pastor.)
- 3) Work closely with ministers of St Giles to create and sustain a vision of worship through music in the reformed tradition.

## Expected Results

- 1) Continual enrichment of the worship experience through both presentation and active participation.
- 2) Diverse opportunities of experiencing worship through music in order to include all members of the St. Giles family.
- 3) Continual enhancement of congregational singing and music presentations
- 4) Focused enthusiasm for all elements of worship, and particularly the music components.

## Essential Functions

- 1) Music direction
  - a. Leads congregation, accompanist, choirs, and other ensembles and musicians for all services.
  - b. Plans, leads and conducts rehearsals for choirs and individuals required for services and presentations. Timing and scheduling should be published and maintained to provide for maximum efficiency and participation.
  - c. Introduces, explains, and teaches new hymns to the choirs and congregation providing background and contextual significance.
  - d. Regularly reads music and provides appropriate vocal training and presentation skills for adult choir members and recruits.
  - e. Regularly ensures set up of music room and choir loft to accommodate practices and service presentations. This may require lifting and moving chairs and music stands. Help should be obtained from other staff members or volunteers when needed.
  - f. Organizes and maintains music files, choir rooms, office, robing rooms and storage areas.
- 2) Music selection
  - a. Meets regularly with pastors to develop weekly worship services that are authentic to the St Giles congregation and the Presbyterian church. Selects hymns and anthems that are supportive of the scripture and sermon.
  - b. Regularly reviews music in library and selects new music for library and presentation.
  - c. May attend publisher and other music reading sessions to preview and potentially select music for inclusion in the St Giles library.
  - d. Continuing education opportunities exist to attend the music conferences i.e. the Montreat Music & Worship Conference each summer.
- 3) Management
  - a. Attends Worship committee meetings and reports on music program activities.
  - b. Attends weekly staff meetings and other meetings with staff as needed to coordinate music and worship activities.
  - c. Prepares annual Music program budget for presentation to Worship committee.

- d. Requests with appropriate procedure all procurements for the music program, including maintenance of copyright requirements, licenses, and other music documentations. Maintains necessary documentation and is responsible for reporting any issues to the Worship and Admin committees.
- e. As requested, makes oral presentations before entire congregation during regular services.
- f. Regularly recruits new choir participants by telephone and personal contact.
- g. Regularly communicates with choir members and staff by telephone, email, and personal contact, and maintains records of all pertinent communications, especially those with congregation members.

### **Knowledge, Skills, Abilities, and Competencies**

- 1) Experience in planning and directing different rehearsals and performances for different age groups including adults and children.
- 2) Ability to provide competent instruction in voice projections, voice development, and musical presentation.
- 3) Ability and willingness to work with varied teams and team members.
- 4) Ability and skill to recruit choir members and music program volunteers from among church members.
- 5) Experience in selecting appropriate music for presentations and maintaining and further developing the church's music library.
- 6) Experience and/or ability to assist and consult with ministers in selecting music and hymns for services.
- 7) Ability to communicate effectively by telephone, email, note writing, and by speaking before the church congregation.
- 8) Knowledge of tools and related platforms to assist online, virtual, and live streaming worship, performance, and practice needs.
- 9) Ability to effectively manage and control budget allotted for music program.

### **Supervisory Responsibilities**

The Music Director will be responsible for the overall music program at St. Giles. This includes the coordination of schedules and job activities of both music staff and volunteers. Additional responsibilities may include assisting in the assessment and recommendation of the applicants for other components of the St. Giles music program.

### **Working Conditions**

The Music Director will be a member of the church staff and will function in that role under the direction of a Pastor. The components of the music program, as well as other worship related activities, are coordinated with the Pastor(s) through the Session's Worship Committee.

There are no unique working conditions. Music program development and presentations are limited only by the constraints of the physical facilities and equipment available.

### **Minimum Qualifications**

- 1) Bachelor's Degree in Choral Music/Choir Direction from an accredited college or university.
- 2) Meaningful experience in leading a church music program, including willingness and experience in directing different age groups from preschool through senior adults.
- 3) Proven skills in directing all music ensembles.
- 4) Experience and ability in recruiting and retaining volunteer choir members with a full range of vocal presentation to enhance and grow the St. Giles music program.
- 5) Proven ability to manage other people.

### **Success Factors**

- 1) Relationship development skills
- 2) Effective communication skills-verbal and written
- 3) Broad vision for adult music program development
- 4) Effective collaboration and negotiation skills, to include consideration of suggestions by other staff, particularly those directly involved in the music program
- 5) Music knowledge and leadership skills with adults and children
- 6) Sense of purpose
- 7) Ability to set, focus on, and achieve program goals
- 8) Flexibility of schedule.
- 9) Get feedback from choir members both past and present.

### **Benefits**

- 1) A well-resourced music suite of rooms, including a private office and music library. (See attached list of resources.)
- 2) A week at the summer PAM Montreat Music and Worship Conference.
- 3) Additional to that time, two full weeks of paid vacation (details available in Personnel Manual.)

### *As a Full-Time Position*

A full-time position (35 hours or more per week) would require that the candidate be able to accompany both congregation and ensembles on piano/organ. Some weeks of the church year require more time, while other weeks require less time, averaging 2,080 hours per year.

A full-time position has a salary of up to \$45,000 annually plus participation in the Presbyterian Church (USA)'s Board of Pensions which includes medical, death, and retirement benefits.

### *Open to inquiries as a Part-Time Position*

Visit church website [www.stgilespres.org](http://www.stgilespres.org) for an introduction to the congregation. Questions may be directed to Rev. Meg Flannagan, co-pastor at St. Giles Presbyterian Church, [meg@stgilespres.org](mailto:meg@stgilespres.org). Candidates, please send resume to [personnel@stgilespres.org](mailto:personnel@stgilespres.org).