

Music Worship 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 Worship Director will report. In the event of absence or vacancy of all pastoral positions, the Music Worship Director will report to someone as directed by the Session.

Department: Music Department Staff

Overall Authority and Purpose

The Music Worship 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 Worship 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 copywrite requirements, licenses, and other music documentations. Maintains necessary documentation and is responsible for reporting and should be 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 Worship 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 Worship 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) Minimum of five years of 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) Two years' experience in managing other people or least one direct report.

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.

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 Part-Time Position

Projected work expectation is < 20 hours per week, including all ensemble rehearsals. Some weeks may require more time, especially during church holiday seasons, while others may require less time, therefore averaging 1040 hours per year.

A part-time position without financial benefits has a salary range of \$30,000 - \$40,000 annually and necessitates additional accompaniment staff.

As a Full-Time Position

A full-time position would require that the candidate be able to accompany both congregation and ensembles on piano/organ. This position would be a commitment of 40 hours per week; some weeks of the church year require more work, while other weeks require less time, averaging 2080 hours per year.

A full-time position has a salary range of \$45,000-\$55,000 annually plus participation in the Presbyterian Church (USA)'s Board of Pensions which includes medical, death, and retirement benefits.

Physical layout and Equipment

Sanctuary

St. Giles has a Sanctuary with seating for approximately 350-400. The room is pie-shaped so that the narthex/back is wider than the chancel/front. The choir loft is on the left of the chancel with seating for approximately 30 choir members. The choir loft has both an Allen Renaissance 3-manual organ and a 6-foot Steinway grand piano.

Music Suite

The music suite is adjacent to the Sanctuary and includes

- a large rehearsal room (with seating on risers),
- children's rehearsal room,
- men's and women's choir robing areas,
- file area for current music folders,
- large office (likely for the Music Worship Director),
- small office (for organist or other staff),
- music library with file cabinets,
- and two other storage closets.

The larger rehearsal room has a baby grand piano. There are two electronic keyboards in the children's room.

The children's rehearsal room has children's handbells and a selection of percussive instruments. There is seating for approximately 20 children.

St. Giles has three octaves of handbells with padded tables, gloves, and other accessories.

An exterior parking lot and entrance leads directly to the music suite. Parking spots are reserved for the staff.

Other Buildings

The Fellowship Hall (a separate building on campus) has a studio upright piano.

Instruments

Allen Renaissance 3-manual organ

9-foot Steinway grand piano

Baby grand piano

Studio upright piano

Two electronic keyboards

The Music Worship Director will have use of a 15-inch Mac Pro laptop computer. This laptop is explicitly for the preparation and production of all worship-related items, including music videos, recordings, and livestream broadcasts. This computer is shared with the St. Giles Tech Team volunteers (under the supervision of the Worship Committee).

Greenville, SC Community

For the last several years, Greenville, South Carolina has been named to countless national “best” lists, including “Top 100 Best Places to Live”. Its popularity is in part due to its location near both the mountains and the beach, its temperate climate, its business friendly atmosphere, and its thriving downtown, arts, and food cultures. Greenville is home to multiple libraries and museums, hosts several minor league sports teams, is bike friendly, has approximately 40 parks, and has more than ten colleges and universities in the surrounding area.

Greenville is the cultural and entertainment center of the upstate and the vibrant downtown area has won multiple awards and become a food, art, and music destination. It is home to The Peace Center which is a performing arts center offering national and international talent, including Broadway shows, dancers, and musicians of all genres. There is also a 17,000 seat arena which supports sports and large concerts. Additionally, the South Carolina Governor’s School for the Arts and Humanities is located in the downtown area focusing on writing, dance, drama, music, and visual arts. Nearby Furman University’s Department of Music is recognized as one of the best and most comprehensive in the nation. It has a focus on the organ with a nationally recognized professor in the department and also offers concerts to the public. The Greenville Symphony Orchestra was founded in 1948 and has an internationally known director and conductor. Greenville also hosts a 200-singer Greenville Chorale, a 50-member Greenville Band, and the Carolina Ballet Theatre.

In addition to The Peace Center, Greenville is home to five local theatres: South Carolina Children’s Theatre, Centre Stage, Greenville Chautauqua, Greenville Theatre, and The Warehouse Theatre. There are hundreds of artists and art galleries located along the Reedy River in downtown Greenville and other parts of the downtown area. There are over 100 restaurants located in downtown Greenville and there are numerous festivals and outdoor concerts throughout the year. Additionally, there are multiple small music venues in the area.