

# REFORMATION PRESBYTERIAN CHURCH

## JOB DESCRIPTION FOR DIRECTOR OF CONGREGATIONAL MUSIC

**Position:** Director of Congregational Music

**Purpose:** The Director of Congregational Music position exists to oversee the music ministry of Reformation Presbyterian Church in order to glorify and enjoy God by enhancing the congregation's ability to worship him through music.

**Supervision:** Reports directly to the pastors; the Session has final oversight.

**Hours:** approximately 15 hours per week

**Compensation:** starting at \$18,000 per year.

**Vacation:** Two weeks per year, including four Sundays.

**Annual Review:** An annual employment review will be conducted by the pastor and representative of the Session in order to maintain a spirit of unity among the staff, encourage excellence in every employee's work for the glory of God, provide specific feedback to the employee of his or her performance in a spirit of encouragement and edification, and discuss ideas or concerns of the employee.

### Duties

- Work under the supervision of the pastors to develop the music ministry of the church.
- Invest in the spiritual formation of the music team.
- Recruit, coordinate, lead, and develop all musicians and vocalists consistent with the *ARP Directory of Public Worship* and *RPC Philosophy of Music Ministry*. This will require regular weekly practice times.
- Plan ahead for weekly music practice with musicians and vocalists by doing the following:
  - a. Working with the pastors to select psalms, hymns, and spiritual songs.
  - b. Determine what instruments will play.
  - c. Decide on musical arrangements (tunes, chords, etc.); supply music to musicians.
  - d. Lead weekly music practice. Before practice, consider the following:
    - The dynamics of each song – tempo, how a song will begin and end, differences between verses (louder or softer, higher or lower, different instruments incorporated, building toward a climax, etc.). Final decisions can be made with the music team during practice.
    - What part each instrument will play in each song – Who starts? What instrument leads/drives the song? When will instruments lay off and when

will they enter into a song? Who will play the melody and who will add different dynamics?

○ How will the vocalists lead with the melody? Will they incorporate an echo? When should harmony be sung, if at all?

- Maintain a “Music Book” with the musical arrangements we use at RPC.
- Keep a record of songs sung in worship.
- Explore and/or develop new music that can be incorporated into our worship services.
- Teach unfamiliar Psalms, hymns, and spiritual songs to the congregation.
- If necessary, plan for offertory music (new song to teach, instrumental or vocal piece)
- Lead music during Sunday morning worship and any special services (Christmas Eve Service, Good Friday Service, etc).
- When appropriate, enlist the services of outside musicians and singers.
- Attend monthly staff meetings.

#### **Additional Parameters for Music:**

- The congregation is the “primary instrument”. Our focus in the music ministry should be to lead them to function this way.
- Choral music for introits and offertories is not necessary but will be limited to Easter and Advent seasons.
- To connect across the generations, we are seeking to maintain historical hymnody and rich theology, but with a modern sound. This should be kept in mind when deciding on musical arrangements.
- Vocal leaders should focus on leading with melody.
- Be creative. Enjoy the freedom to try things new.