



Cross Roads Presbyterian Church Position Description

Title: Director of Music/Organist

Status: Part-time position averaging 16 hours per week. Work hours include evenings and weekend hours based on the Church's worship calendar as well as the Church's needs throughout the year.

Purpose: The Director of Music/Organist provides for the direction and implementation of the music program for Cross Roads Presbyterian Church, which encompasses the responsibilities below.

Accountability: The Director of Music/Organist is a member of the professional staff of Cross Roads Presbyterian Church of which the Moderator of Session is recognized as head. Overall direction for the Director of Music/Organist and program shall be the responsibility of the Worship & Music Committee. Day to day oversight is the responsibility of the Pastor.

Qualities

- Excellent command of instrumental accompaniment (on piano, organ, and/or other musical instruments)
- Strong teaching skills to direct vocal and instrumental ensembles, as well as leading the congregation in hymns
- Invites the congregation with enthusiasm to creatively weave together the traditional and contemporary aspects of music ministry at Cross Roads
- Team player – will work with the other staff and congregation members to plan and implement all aspects of music ministry

Areas of Responsibilities:

1. As Director of Music:
 - a) Provides leadership and/or direction for the adult, youth, and children ensemble opportunities, both in vocals and handbells (includes but not limited to the sanctuary choir, children's choir, and handbell choir)
 - b) Initiates new programs and/or groups to enhance the music program for Cross Roads Presbyterian Church.
 - c) Serves on the Worship and Music Committee as a staff resource person.
 - d) Collaborates with the Pastor related to music for Sunday and other special services to provide for the flow and meaning of the service.
2. Provides piano and organ music (and/or other instruments) to support the program of the Church.
 - a) Provides music for the Sunday worship service and other special worship services
 - b) Directs and accompanies the choirs for rehearsals and at Church services.
 - c) Accompanies soloists and musicians for special music when needed.
 - d) Provides music for weddings and funerals of Church members except when there is a personal conflict with the scheduled time.



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- e) Provides opportunities for children and youth to use their gifts of music in the worship service and other scheduled times.
3. Assumes responsibility for maintaining the music and music program supplies.
 - a) Maintains the files for the music library to facilitate retrieval and best utilization of the collection.
 - b) Conduct regular inventory with members of the Worship/Music Committee to ensure best utilization of existing music and improve budgetary requests.
 - c) Projects and submits annual budget needs for the music program related to music and equipment
 - d) Purchases music within budget guidelines.
 - e) Assumes responsibility for scheduling the tuning and maintenance of musical instruments.
 4. Performs other duties as needed or directed in a flexible and cooperative manner to assure a vibrant and healthy congregation.
 5. Demonstrates a responsible commitment to Cross Roads Presbyterian Church.
 - a) Reports for work promptly.
 - b) Reports illnesses promptly to allow for replacement coverage.
 - c) Maintains a minimal number of absent days per year.
 - d) Requests vacation in a timely manner to allow for replacement.
 - e) Demonstrates flexibility and cooperation with work related needs.

Division of Time

Sunday morning worship:	50%
Adult musical opportunities:	20%
Children's musical opportunities:	20%
Maintenance and Organization:	10%

Qualifications/Requirements: Minimum requirements include:

1. Bachelor's degree in music and/or related skills in hand bell and vocal performance.
2. Accomplished organist and pianist (other instruments will be considered)
3. Follow the policies and procedures outlined in the Church's Administrative Manual, including Safe Church policies.
4. Clearances/criminal background record checks are required prior to employment and must be maintained. The following are to be submitted for placement in individual personnel file:
 - a) Act 33 and 34 Clearances
 - b) Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)
 - c) PA Cogent Fingerprint Record Checks
 - d) PA Mandatory Child Abuse Reporting online course



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Relationships: Relates to the Pastor and Cross Roads staff, the Worship & Music Committee, choir members, guest musicians and the general congregation.

Evaluations: Pastor and/or the Personnel Ministry Team will conduct annual performance review.

Terms of Employment: See separate contract.

Interested parties should submit a resume to personnelcrossroads@gmail.com