

**HILAND PRESBYTERIAN CHURCH
DIRECTOR OF MUSIC MINISTRIES
POSITION DESCRIPTION**

Those who are interested in the position should contact Rev. Elisabeth Hartwell at hilandpastor@gmail.com, and submit a cover letter and resume.

PURPOSE OF POSITION

The Director of Music Ministries is integral to coordinating and implementing the music ministries of Hiland Presbyterian Church. The Director provides leadership, supervision, direction, and planning for the musical aspects of worship and oversight of music ministries for all ages.

REPORTS TO: Pastor/Head of Staff, Worship and Music Committee

POSITION CLASSIFICATION: Part-time, exempt. Refer to the Human Resources Handbook for guidelines regarding sick days and vacation time.

TIME COMMITMENT: 15-20 hours a week, with commitments most weeks on Sunday mornings and Wednesday evenings. Additional time may be needed to rehearse the Christmas Cantata, Good Friday Cantata, and Christmas Pageant. Participate in monthly Worship and Music meetings, which ordinarily take place the third Tuesday of the month. Participate in weekly staff meetings as availability allows.

RESPONSIBILITIES

1. Organist/pianist for worship services at 9:30 a.m. on Sundays and for special worship services throughout the liturgical year (Maundy Thursday, Good Friday, Easter sunrise service, Christmas Eve)
2. Recruit new members into the music program
3. Direct the Chancel Choir
4. In conjunction with the pastor and Praise Band, select the music for Sunday worship services
5. Teach music to children to sing on occasion during Sunday worship
6. Coordinate the Praise Band
7. Advise the Handbell Choir
8. Select music for and direct the Christmas Cantata and Good Friday Cantata
9. Recruit the services of community musicians
10. In conjunction with the Director of Christian Formation, direct the children's Christmas Pageant
11. As availability allows, provide music for funerals/memorial services (this includes an honorarium outside of the usual salary)
12. Be familiar with the budget of the Worship and Music Committee
13. Be responsible for the care and maintenance of the organ and piano

ESSENTIAL QUALIFICATIONS

1. Proficient in playing the organ and piano

2. Excellent working with people of all ages, and providing both musical and spiritual leadership
3. Organized and able to coordinate the contributions of multiple groups of musicians
4. An appreciation for multiple styles of music, both traditional and contemporary

WORKING RELATIONSHIPS

1. Pastor/Head of Staff
2. Worship and Music Committee
3. Church Staff
4. Church members involved in the music ministries of the church
5. Session
6. Musicians in the surrounding community