

THE PRESBYTERIAN CONGREGATION OF MIDDLETOWN
DIRECTOR OF MUSIC

JOB DESCRIPTION

Work Schedule: 12 – 15 hours per week

The Director of Music is responsible for the following:

1. Provide organ and/or keyboard-piano music and direct the choirs at the weekly service scheduled on Sunday morning. The Director of Music shall select appropriate organ, piano, hand bell, instrumental and/or choral music for all services, including evening.
2. Provide music for the following additional services during the year including but not limited to:
 - Ash Wednesday
 - Maundy Thursday
 - Christmas Eve.
3. Provide leadership and direction of the following choirs/ensembles:
 - Chancel Choir
 - The Presbyterian Bells of Praise
 - Coordinate a program of music for children
4. Rehearse on a regular basis with each choir, except during the summer break.
5. The summer music program will be planned and include in-house or guest soloists or ensembles.
6. Secure a substitute organist if the Director is not available for scheduled services (at the rate set by Worship Committee and approved by Session).
7. Responsible for the purchase of all music and music supplies - refer to budget.
8. Responsible for the hiring of instrumental and vocal soloists – refer to budget.
9. Expenditures in all the above referenced areas shall not exceed the amount provided for in the Church's annual budget plan.
10. Prepare in cooperation with the Worship Chairperson/Committee an annual budget for the music program no later than August 15th of each year.
11. Maintain the music library, including a suitable number of copies of musical pieces for performance by the choirs and musical ensembles.

12. The Church shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means of duplication that would expose the Church to liability for penalties under existing or future copyright laws.
13. In the event that photocopying of music becomes necessary for appropriate purposes, the Director of Music shall obtain all necessary permission and authorization prior to any such reproduction of copyrighted materials.
14. Music for weddings held within the Church shall be provided by the Director of Music or by other musicians with the permission of the Director of Music.
15. Receive appropriate fees for weddings and memorial services. The fee schedule will be published in materials relating to those services that are provided to members and/or nonmembers when arrangements for those services are being made. (Current fee schedule is wedding - \$125; rehearsal/soloist/musician -\$25; memorial - \$100.)
16. Own the copyright to any work composed, created, arranged, recorded or otherwise modified or produced by the Director of Music, whether the composition, creation, arrangement, modification, or recording was done during the terms of the Director of Music's contract and/or at the direction of the Church.
17. The Director of Music is directly responsible to the Pastor. The Director of Music also works in cooperation with the Worship Committee, and is expected to provide general planning and leadership for the entire music program.
18. The Director of Music may attend meetings of the Worship Committee. However, it is understood that the position is part-time and attendance at these committee meeting is at the discretion of the Director of Music. Additionally the services the Director may be requested by other committees of the Church; participation in special events is at the Director of Music's discretion.
19. Report concerns to the Worship Committee Chairperson.
20. Participate annually in Performance Review by the Personnel Committee.
21. Attend regular staff meeting, as required.
22. Other related job duties as assigned

