

Job Title:	Music Director	Job Classification	Regular Part Time: 22 hours per week
Reports To:	Head of Staff and Affirmation Ministry		
Job Purpose: Provide leadership and direction to the Music Teams. To encourage and recruit youth and adults to participate in the Music Ministry for worship. To select (in conjunction with the Pastors), prepare and lead the music for worship services.			
<p>Responsibilities</p> <p>Weekly Sunday Services:</p> <ul style="list-style-type: none"> • Coordinate all worship service music with the sermon topic • Lead and recruit members for the Music Teams with weekly rehearsals • Create digital slides for contemporary worship service • Schedule digital slide team • Provide copy-right citations for the live-stream worship service <p>Special Services and Special Music Celebrations:</p> <ul style="list-style-type: none"> • Participate as needed for special services, some of which are not held on Sunday mornings, included but not limited to: <ul style="list-style-type: none"> ○ Christmas Eve Service (lead the children/family oriented service) ○ Weddings and funerals ○ Ash Wednesday evening ○ Maundy Thursday evening ○ As requested, to play monthly for senior care center. ○ As requested, to play at presbytery meetings. <p>Youth Music:</p> <ul style="list-style-type: none"> • Build and maintain youth praise teams and children’s choirs to offer music once per month. • Work with the Music Academy to recruit students to participate musically in worship. <p>Relationship with NPC Staff:</p> <ul style="list-style-type: none"> • Works with Choir Director and Organist. • Attend weekly staff meetings with the Head of Staff and other NPC staff to schedule, to coordinate music with sermon topic and scriptures, and to participate in the life of NPC. • Attend Affirmation Ministry Meetings 			

- Provide necessary information for printed worship materials in a timely manner to the Office Manager.

Other Responsibilities

- Work with the Choir and Hand-bell Director to purchase, organize and maintain NPC's music library to provide an optimum selection of choral, instrumental, vocal, hand-bell and other music that complements worship services and other events
- Administer Newlonsburg Presbyterian Church's music licenses
- Attend Newlonsburg Music Academy meetings and act as NPC liaison
- Participate in special activities and functions of NPC and/or ministry teams as needed.

Perform other duties related to worship music as requested by the Head of Staff, Associate Pastor and Affirmation Ministry

Qualifications:

Education

- Preferred Bachelor's Degree in Music from an accredited college or university
- Grasp of reformed theology

Skills/Abilities

- Expertise in piano/keyboard or guitar
- Organizational ability
- Must have or be able to obtain child protection clearances prior to employment and maintain
- Must acknowledge receipt of Child Protection and Sexual Misconduct Policies

Experience

- Experience directing an adult and youth music team

Personal Characteristics

- Strong faith and Christian commitment. Ability to articulate his/her faith.
- Exemplifies Christian morals and conduct, both on the job and in areas of their personal life.
- Demonstrates responsible and mature behavior
- Ability to work harmoniously with the NPC staff

Prepared By:	Personnel Ministry	Date:	October 26, 2022
Approved By:	Head of Staff	Date:	
Last Updated By:		Date:	