

**First Congregational Church of Pittsfield, NH**  
Music Director Job Description  
August 2016

**Position:**

Director of Music/Pianist or Organist. The candidate will demonstrate a strong commitment to developing, implementing and helping to grow a music ministry that enhances the worship of God and the whole ministry and mission of the church.

**Responsibilities:**

- Overall accountability for the total music ministry of the church including:
  - a. Plan and implement the musical components of the worship service, in collaboration with the Pastor
  - b. Plan and lead weekly choir rehearsals, directing the choir in the worship service
  - c. Encourage and support the youth of the congregation
  - d. Plan special seasonal music for services such as Ash Wednesday, Maundy Thursday, Christmas Eve, etc.(including planning for other musicians as needed); plan and organize concerts, festivals, and musicals, (i.e. Christmas concert, Easter)
  - e. Plan and coordinate musical contributions of the Handbell Choir with the Director
  - f. Provide accompaniment for Vacation Bible School when/if applicable
  - g. Play piano and/or organ and Clavinova for all regular and special worship services
  - h. Secure substitutes to provide music leadership when needed
- Select and purchase music equipment and supplies and oversee their care as well as oversee care of robes, stoles, etc.
- Assist with and/or prepare and perform appropriate music for weddings, funerals and special services when available and requested
- Attend church staff meetings when requested and monthly Worship and Music Team planning meetings.

**Selection Guidelines:**

Candidates will be evaluated on experience, education, and demonstrated ability to work creatively in collaborative situations. An ideal candidate will be:

- Proficient in playing piano and/or organ and Clavinova
- Proficient in choral direction, working well with others
- Open to incorporating various musical genres in the worship service
- Flexible in collaborating with the Pastor, staff and Worship and Music Committee
- Professional, dependable and creative in leading and contributing to an inspiring, spiritual environment, and able to maintain a fresh, evolving approach to the church's music program
- Faith-based member of the Christian community and familiar with denominational worship

## **Hours, Compensation and Benefits**

- The position is currently part-time with an expected commitment of 8-15 hours per week on average, but will vary based on experience, proficiency and time of year
- The Director of Music is expected to work each Sunday at a worship service, currently at 10:00 a.m. (the choir meets 9-9:30 a.m. for rehearsal); in the summer months there is no choir
- The Director must be available to lead choir practice on one fixed night per week, currently a Thursday, for approximately one hour, 6:30 – 7:30 p.m.
- Some flexibility is required where there is a need for special seasonal music, and additional evening and/or Saturday rehearsals
- Planning the music program with the Pastor will include regular communication, either in person or through telecommuting, a minimum of once a week
- Compensation will be mutually agreed upon by the church and the successful candidate; the salary is competitive
- The Director of Music will be eligible for vacation time of two weeks after service of six months with date to be pre-approved by the Pastor. After the first year of service, vacation time and salary will be discussed upon a completed performance evaluation.

## **Organizational Reporting:**

Pastor is the head of staff and is direct supervisor; Board of Trustees is secondary supervisory body.

## **Knowledge and Skills Required:**

### *Personal Attributes*

- Faith in Jesus Christ as Lord and Savior and familiarity with the Bible's authority and insight into music as an aspect of worship
- Good verbal and written communication skills
- The flexibility to consider, assess, and implement new and innovative methods and programs to enhance the musical ministry and worship of the church in coordination with the pastor and worship team
- Effective planning and organizational skills
- Must agree to background check.

### *Technical Competencies*

- Proficiency in playing the piano and/or organ and Clavinova, and in voice, and music/choir direction
- Skill in choir training and selection of appropriate music
- Familiarity with traditional and contemporary worship music.

## **Experience and Training**

- Minimum of an undergraduate degree, preferably with a major or emphasis in music or experience equivalency; experience may substitute for degree
- Three to five years of experience as a director of music and/or pianist or organist preferred
- Familiarity with the Congregational Church.

**The job description does not constitute an employment agreement between the Church and the employee and is subject to change by the Church as the needs of the Church and requirements of the job change.**