

Westminster Presbyterian Church

Job Description

Job Title	Associate Director of Music Ministries
Department	Music
Reports To	Director of Music Ministries / Lead Pastor
Date	8/7/2023

Overall Responsibility

Full Time musician who serves as the principal accompanist for the adult & youth choir programs and leads the children's choir program (known as Kids JAM). Share service playing duties at the traditional worship service with the Director of Music Ministries. Engage instrumentalists in worship services. Support administrative oversight of the music ministry.

Key Tasks and Responsibilities

- Every person who enters our church community is to be loved and valued. Musical groups are a manifestation of this loving and caring of each person.
- Play the organ or piano as necessary for weekly worship services as directed by the Director of Music Ministries. This may include: hymns, liturgy, preludes, offertories, postludes, solo or choral accompaniments, instrumental accompaniments. Playing duties are a responsibility shared between the Associate Director of Music Ministries and the Director of Music Ministries.
- Support special services and events throughout the year, which are, but are not limited to: Ash Wednesday, Maundy Thursday, Good Friday, Christmas Concerts, Christmas Eve, Chapel services (Wednesday AM), Vesper services (Sunday PM).
- Accompany the adult & youth choir for their regular rehearsals (Adults: Thursdays evenings, September to June; Youth: Sunday afternoons, September to May), during Sunday morning worship and special programs as scheduled.
- Direct the Children's Choir program (presently known as Kids JAM [Jesus and Music]). Collaborate with the Director of Music Ministries to integrate children's music as part of the Worship, Education & Fellowship offerings for children in grades K – 5. Children's Choirs typically run from September to May and rehearse on Wednesday afternoons). Recruit parents / congregation members to support program activities. Ensure that all volunteers follow the Church's Safe Child Policies.
- Successfully recruit additional children into the Children's Choir program. Collaborate with Director of Children's Ministries to identify potential children and families to involve in the choir program. Develop special projects, i.e. Children's Musical, Summer Music Camp, Advent Family event, intergenerational event, to encourage foster choir engagement. Provide support to Vacation Bible School program as appropriate.
- Collaborate with the Director of Music Ministries and other staff per worship & program calendar & planning, repertoire selection and music preparation for rehearsal or concert.
- Attend staff events, meetings, retreats, planning sessions as required. This includes weekly worship meetings, bi-weekly staff meetings, and additional meetings as scheduled.
- Create or identify instrumental music arrangements as required for presentation in worship or concert
- Oversee the maintenance contracts and the regular care and tuning of the organ and pianos.
- For additional compensation, provide musical services for memorial services & weddings. Consult with clergy staff and families as required for planning these services.
- Provide oversight as required for concerts / recitals presented by outside ensembles.
- Assume responsibilities of the Director of Music Ministries as required (i.e. Sick Days or Vacation Leave)

Skills and Attributes

- Established organ and piano skills for service playing & accompanying; knowledge of organ and piano repertoire.
- Singing Ability to successfully vocal model for choirs
- Strong administrative skills & ease in navigating various computer platforms for planning and communication
- People Skills including leadership, communication, recruitment.
- Competent in choral / instrumental conducting.

Education/Experience

- Bachelor of Music required / Master of Music preferred

Approvals

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____