

Music Director

Duties

1. Arrange and/or review music for church worship services. Work with the pastor in planning worship and reviewing music for special services such as revivals, weddings, recitals, funerals, etc.
2. Work with secretary in reviewing music and text prepared for services in forms such as PowerPoints, special service programs, and bulletins.
3. Direct the adult choir. Coordinate the work of other musical groups. Direct other musical groups as needed and as time allows.
4. Maintain and provide a monthly schedule of hymns and choral anthems to musicians and choir members.
5. Recommend a music budget to the Finance Committee and oversee the music budget approved by the church.
6. Cooperate with the church's Audio/Visual Committee to meet the needs of the church's music ministry.
7. Encourage and train the congregation by providing leadership in hymn singing.
8. Maintain a music library.
9. Work at the church one day per week.
10. Observe the Copyright Law.
11. Oversee the maintenance of all musical instruments owned by the church.

Terms and Conditions

1. Initial salary will be negotiated.
2. May attend one self-improvement conference per year of his/her choosing which will be paid for by the church.
3. Participation in weddings, other than reviewing music, is not part of the normal duties of the Music Director.
4. A "Music Director Ministry Expense" line item can be added to the budget upon request to cover mileage for funerals and other special services, conferences, or other IRS approved ministry expenses.
5. An initial performance review will occur after six months to be done by the Personnel Committee. Upon favorable review, salary may be adjusted.
6. The relationship may be dissolved at the request of the Music Director or the Church. In either case, thirty days written notice of termination will be given, unless otherwise agreed upon by both parties.
7. The process for termination by the church will be as follows:

The Music Director may be terminated upon the recommendation of the Deacons and two-thirds vote of the Church members in attendance at the next regularly scheduled business session. The Deacons may suspend the Music Director with pay until the questions of dismissal is considered by the church. Following an affirmative vote by the church to dismiss, the Music Director will be dismissed immediately with the receipt of one month's (four weeks) salary.