

DIRECTOR OF MUSIC

The Director of Music shall be responsible for all musical worship at Lakeview Presbyterian Church, including but not limited to, music at Sunday worship, selecting music for special seasonal or other services, assembling and managing the church choir and assembling and managing the children's choir. Additional duties shall be determined by the Pastor/CEO in consultation with the Worship and Music Ministry Team.

a. Qualifications

- The director will be a professing Christian and committed to the effective and relevant ministry of the institutional church.
- A degree in music or its equivalent from an institution of higher education or conservatory of music is preferred, but some academic training in music plus several years of experience and a proficiency in directing and performing will suffice.
- The director may or may not fill the position of organist, the job description of which follows this section.

b. Terms of Employment

- The position shall be considered part-time.
- The rate of compensation shall be related to qualifications and experience.
- Compensation shall be reviewed and approved annually by the Session on a recommendation by the Pastor/CEO after consultation with the Personnel Ministry Team.
- The director shall be entitled to two weeks vacation with pay each year, not including more than two Sundays. After ten years of service, this shall be increased to three weeks. Vacations shall be scheduled through the Personnel Ministry Team and are not to be taken during the Thanksgiving to Christmas nor Mardi Gras to Easter periods.
- The director shall be responsible for securing (but not paying) a substitute for this vacation period. In any case, if the director were to be absent in addition to this vacation, the director shall secure his/her own replacement and arrange payment.
- There shall be flexibility in terms of employment during the summer, since the person is likely to be school personnel or related to 9 month full-time work. In this case, if the director is absent for the entire summer or part of it, he/she would not receive salary but would be responsible for securing a replacement.
- The Director of Music reports to the Pastor.

c. Responsibilities

- The director shall be responsible for creatively thinking through the whole program of music in the church, devising means of making it more integrally a part of the worship experience.
- The director shall meet with the Pastor weekly or at the Pastor's discretion.
- The director shall provide music for any service or worship when requested to do so by the Pastor or the Session.
- Special programs of music shall be planned for special seasons, including Advent and Christmas Eve, Easter and Lent, Maundy Thursday, Communion and special

services, in accordance with the calendar of special services planned by the Worship & Music Ministry Team.

- The director shall supervise the work of the organist and make arrangements for the maintenance of the organ, in consultation with the organist and Property Ministry Team of the Session.
- The director shall be responsible for all personnel and aspects of the church choir, including the planning of repertoires and dealing with any internal conflicts or issues.
- The director shall set the hours and time for regular and special rehearsals.
- The director shall coordinate creative ensembles and instrumental groups, in addition to the choir. Smaller ensembles organized within the choir or using additional church members is encouraged to augment the musical variety offered in worship, all to be accomplished with the cooperation of the minister and the Session.
- The director has discretion to use the allotted budget to buy new music or any other resources that will enhance the choir and the church's musical ministry.

d. The director shall consult with the Pastor to ensure that all selected music is appropriate to the particular service.

e. The director will present the selections for Sunday worship to the church secretary prior to 9:00 a.m. on Thursday to assure timely preparation of the bulletin.

f. The director is responsible for the smallest details that keeps the choir and music program continuous and vibrant, such as keeping the choirs' folders current and maintaining the music library.

h. From time to time, upon request by the Pastor, the director shall write and submit a column for the website or newsletter on an aspect of the music ministry.

6. CHURCH ORGANIST

In the event the Director of Music does not also fulfill the role of Church Organist, the following shall apply:

a. Qualifications

- The church organist shall be a professing Christian interested in music as an element of worship to the glory of God.
- The organist shall have previous professional experience as an organist.
- The organist shall be familiar with church music and resourceful as a musician.
- The organist shall be recommended by the Music Director as having both the skills and disposition to be in harmony with Lakeview Presbyterian Church.

b. Terms of Employment:

- The position of organist is considered part-time.
- Compensation shall be reviewed and approved annually by the Session on a recommendation by the Pastor/CEO after consultation with the Personnel Ministry Team.
- The organist is directly responsible to the Music Director.
- The organist shall play hymns either on the organ or piano with registrations and style suitable to the selection and to the singing of the congregation.

- The organist shall play for all special choral programs and the rehearsals required to prepare for such special programs.
- The organist shall serve as rehearsal accompanist for the sanctuary choir - normally one night per week and at warm-up on Sunday mornings.
- The organist shall play, whenever requested and his/her schedule permits, for weddings and funerals (with payment by the families according to the fee schedule set by the church).
- The organist shall work with the Director of Music, the Pastor and the Worship & Music Ministry Team in cooperative planning music for worship.