

JOB POSTING FOR DIRECTOR OF MUSIC MINISTRY

THE PRESBYTERIAN CHURCH OF WHITE PLAINS, NY, 39 N. BROADWAY, WHITE PLAINS, NY 10601. PHONE: 914-761-8585. A 250-member congregation seeks permanent part-time Director of Music Ministry (approx. 20 hours/week) with proficiency in playing pipe organ, piano, and in choral conducting. Wide knowledge of sacred music including classical, Christian contemporary, gospel, and blended styles. One Sunday service and special services, plus one weekly evening rehearsal. Proficiency in recruiting, training and directing choirs of all ages. Ability to interact with pastor, church staff and commissions in planning and presenting music for worship, as well as other congregational needs. Salary & vacation negotiated by Personnel Commission; additional income from weddings, funerals, etc. Position open beginning Fall 2010. Send cover letter, resume, and 3 references to: wppcmdsearch@googlegroups.com.

See Job Description Below

**DIRECTOR OF MUSIC MINISTRY,
THE PRESBYTERIAN CHURCH OF WHITE PLAINS**

JOB DESCRIPTION
5/25/2010

Commission Oversight: Worship & Music

Day to day Accountability: Pastor

Terms of Employment: Permanent part-time salaried employee – beginning Fall, 2010

Required skills:

- Proficiency in playing the pipe organ, piano, and other keyboards;
- Wide knowledge of sacred music including classical, Christian contemporary, spiritual, & blended styles;
- Proficiency in recruiting, training and directing choirs of all ages; and
- Ability to work with church staff and commissions in planning and presenting music for worship and other congregational needs.

Salary and Annual Review: Negotiated by Personnel Commission

Benefits: As stated in Personnel Policy

Work periods:

- Sundays, generally 9:00 a.m. - 12:45 p.m.
- Wednesdays generally 12:00 - 9:00 p.m. (includes Chancel Choir rehearsals 7:30 – 9:00 p.m.)
- First Saturday monthly (preferred), 9 - 10:30 a.m. for Worship & Music Commission meetings
- Church holidays and other times as needed. (See under Responsibilities below.)

Some periods may require nearly full time presence at WPPC and other periods only limited hours over the course of a week; but as averaged over the Church year, the job will be approximately 20 hrs. per week.

Vacation:

Four paid Sundays off per year (usually taken in the summer – some flexibility possible). The Director of Music Ministry (DMM) will arrange for adequate substitute(s) while he/she is on vacation, and WPPC will pay substitute directly. Additional time may be taken provided sufficient notice is given and the approval of the Pastor is granted. DMM will provide adequate substitute(s) for such additional absences, and funds with which to pay substitute for such absences will be deducted from the DMM's pay and WPPC will pay substitute directly.

Responsibilities:

1. Work with the Pastor and Worship & Music Commission in envisioning and incorporating a varied and vibrant musical component to church worship & fellowship.

- Participate in staff meetings. Pastor and staff gather at 12:00 noon every Wednesday
- Select and discuss music for worship with the Pastor, and plan up to 4 weeks in advance of service.
- Attend Worship & Music Commission meetings, preferably 9 - 10:30 a.m. first Saturday monthly.
- Integrate music recommendations/selections proposed by Worship & Music Commission and Pastor.
- Help plan the annual budget for the Worship & Music Commission and work within its limits.
- Recommend to Worship & Music Commission (who then will obtain Session approval) music for special services at least 6 weeks in advance.

2. Provide music for all services.

In addition to regular 10:00 a.m. Sunday worship, DMM should plan and play on two Christmas Eve services, Easter morning service(s), Emmaus Luncheon Communion, Maundy Thursday, Ash Wednesday, and Thanksgiving Eve services. As the budget permits, DMM should engage (with the assistance of Worship & Music Commission) permanent and guest soloists and occasionally guest instrumentalists to enrich worship services and special music events.

September – June, actively recruit Chancel Choir members from the congregation. Rehearse Chancel Choir Wednesdays 7:30 – 9:00 p.m., and at 9:00 a.m. for 45 minutes, or as time permits, before worship each Sunday.

- Recruit non-church members to augment Chancel Choir for special music performances.
- Recruit, audition and recommend the employment of soloists and instrumentalists for regular worship and special music.
- Arrange for musicians (soloists, ad hoc choir, instrumentalists) for summer worship.
- Year-round, recruit musicians from our own congregation (child, youth or adult) for cameo appearances.
- Assist Worship & Music Commission at the annual sing-along with Kingsley House (seniors) events (Christmas, Valentine's Day).

Establish and direct youth choral program, recruit young singers, and integrate the youth choirs into Sunday worship on a semi-regular basis.

DMM is expected to provide music at weddings, funerals, and memorial services, and extra pay is provided to the DMM by the families of these events. If DMM cannot attend such services or if the family prefers their own musician(s), DMM will exercise reasonable supervision to ensure that any outside musician is capable and careful about using the church's organ, piano(s), etc.

Assist Christian Education music programs: Christmas Pageant, Youth Sunday, and Lenten Adult Education. Lenten Adult Education can include instruction in music history or theory as well as performance or group singing, and meets for 2 or 3 concurrent Sundays immediately following worship.

3. Oversee music-related facilities.

Advise Worship & Music Commission on the need for tuning and repair of the church's organ and pianos.

Maintain the Church's Music Library. Recommend purchase of new or replacement sheet music, music folios, music stands, etc. Respect all copyrights.

4. Participate in own annual review with Personnel Commission.

Prepare a list of personal and professional goals annually, and, after approval by Worship & Music Commission, submit goals list to Personnel Commission by June 30.

Participate with Personnel Commission in annual review process in the Spring of each year, assessing your own performance during the prior year and, from time to time, providing your input on colleagues with whom you work (as requested).

Helpful Information:

- DMM is provided desk space, bookcases, file drawers and secure storage in the administrative office wing on the main floor.
- Historically, there have been two special music performances presented during Lent and during Advent. It is unclear if these specific concerts will be supported in the future, but the church is interested in special music events once or twice a year. The DMM is encouraged to develop special music programs and will be expected, with the assistance of Worship & Music, to organize and coordinate such events.
- WPPC is a growing church. We have been exploring alternative worship times and styles in an effort to reach out to the wider community and to draw in new members. We ask that the DMM be flexible and support the musical component of any future alternative services.