

Interim Director of Music Ministries
10/22/18

The Interim Director oversees the music ministry of Highland Presbyterian Church, coordinates the work of music staff, conducts the Chancel Choir and works with the pastor(s) to plan regular and special worship services. This is a part-time salaried position (approximately 18-20 hours/week) to begin January 1, 2019 for a term of six months. The agreement may be terminated by either party with 30 day notice.

1. Music responsibilities:
 - a. Selects music for chancel choir (in consultation with pastor and organist) and conducts weekly rehearsals and Sunday services and for the chancel choir retreat (1/25-27)
 - b. Selects music for special services (Lent, Holy Week/Triduum, Easter)
 - c. Works with choir volunteers who maintain music library, choir schedules and email announcements, etc.
 - d. Coordinates hiring of special musicians as needed and submits requests for payment to church accountant

2. Administrative responsibilities:
 - a. Meets regularly (weekly) with pastor and organist to plan worship services; attends staff meetings
 - b. Submits music information (including announcements) for bulletin to church office by Wednesday morning
 - c. Submits information to monthly newsletter as needed (esp. publicizing special services, Arts on the Corner, etc.)
 - d. Oversees and maintains contact with directors of other choirs and communicates their schedules to pastoral staff and church office
 - e. Works closely with choir section leaders, maintains records of days off, gets substitute singers as needed and submits requests for payment
 - f. Oversees Arts on the Corner series, working with volunteers to produce publicity and provide receptions
 - g. Reports to the Worship and Spiritual Life Committee and oversees budget, including requests for use of Rapier Fund
 - h. Ensures that organist oversees maintenance of organ and pianos

3. Ministerial responsibilities:
 - a. Provides support for choir members, staff and ensemble members, seeing this work as an expression of ministry
 - b. Shares pastoral concerns from choir members and music staff with pastors

Time commitment:

Sunday morning – 4 hours (worship)

Thursday evening – 3 hours (rehearsal and prep)

Tuesday morning – 2 hours (staff/pastor meetings)

Administrative duties (including bulletin info, check requests, coordination) – 4 hours

Musical preparation – 4 hours