SECOND PRESBYTERIAN CHURCH of GREENVILLE, SOUTH CAROLINA

MUSIC DIRECTOR JOB DESCRIPTION

I. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Music

1. Promote the excellent use of music as an expression of worship and provide spiritual leadership to those involved in the music programs.
2. Recruit, direct and develop the adult choir and the church music program (i.e. graded choirs, handbell choirs, orchestra, and others).
3. Direct and cultivate the youth graded choirs, select and train leaders and aides to help with the choirs, and maintain a yearlong program (i.e. summer music, special music, seasonal music, etc.). Procure capable, voluntary accompanists for the youth choirs. Coordinate music used informally in youth activities.
4. Attend weekly staff meetings and assist in the planning and development of the church music program to enhance the corporate worship services, informal occasions, Sunday School, conferences, church choirs and special music programs designated by the Session.
5. Assist the pastors in choosing hymns that both textually and musically aid in worship and in the preaching of the Word.
6. Provide direct supervision of the organist and development of the organist’s music skills as befits the worship services.
7. Review and approve music for weddings held at Second Presbyterian Church.
8. Be directly responsible to the Worship and Music Committee of the Session and serve as an advisory non-voting member.
9. Keep the Worship and Music Committee chairman abreast of all expected expenditures and obtain approval of expenditures.
10. Provide yearly and multi-year long range goals and plans for the music programs.
11. Provide the Worship and Music Committee a projected annual budget sufficient to fund stated goals.
12. Acquire music and teaching aids for the choirs and oversee the stewardship of the church music library, equipment and files.
13. Coordinate the maintenance of the organ, pianos, handbells, other instruments and choir robes.
14. Procure substitute music directors and organists when needed.
15. Maintain regular office hours during the week (Monday through Friday with hours and day off to be determined).
16. Attend events such as music conferences, seminars and classes for professional development of music skills and methods that will benefit the church music program.
17. Lead, plan, supervise and be involved with summer Musical Cat Kids Program and VBS.
18. Attend stated worship services of SPC Greenville.

B. Visitation

1. Assist in the visitation ministry, such as visiting members in the hospital and nursing homes as well as assimilation of new members, as directed by the pastoral staff.

C. Media

1. Assist with the media ministry (video and audio), in coordination with the Church Administrator.
II. POSITION QUALIFICATIONS

1. Be a committed Christian with a sincere testimony of a personal saving faith in the Lord Jesus Christ. Be committed to the historic Reformed faith as set forth in Scripture and in the Westminster Standards and be desirous of serving with a staff and Session who seek consciously to be reformed and Presbyterian.

2. Have a four-year college degree in music and a demonstrable ability to conduct choral music, and to aid the choirs in the spiritual application of the text; and, have the musicianship to inspire and train the choir to aid the congregation in worship.

3. Have experience working within the context of the local church.

4. Possess the ability to recruit, train and oversee others to assist in music ministries.

5. Possess strong, yet adaptable, leadership qualities to effectively direct all associated music ministries.

6. Possess a teachable heart, a good attitude and a spirit of unity.

7. Possess knowledge of students' developmental stages of life and their current culture in order to strategically choose and implement appropriate programming.

8. Have good teaching and relational skills with an outgoing and genuine interest in students and families.

9. Be competent to perform pastoral visitation.

10. Preferred: Ability to assist in media ministries, such as video editing.

III. ORGANIZATIONAL RELATIONSHIPS

A. Relationship to Senior Minister

1. Carry out the music ministry vision as directed by the Senior Minister.

2. Carry out visitation as directed by the Senior Minister.

B. Relationship to Session

1. Advisory non-voting member of the Worship and Music Committee.

2. Resource to the Session in regard to music.

C. Relationship to Staff

1. Keep the Administrator informed and current on music ministries.

2. Participate as a vital member of the ministry team.

3. Participate in regular staff meetings.

4. Coordinate and provide direction for music used in youth activities.

Approved by the Session-November 13, 2013