

FIRST PRESBYTERIAN CHURCH

Serving Christ & Neighbor in the Heart of Winchester & Beyond

PASTORS:

Richard W. Reifsnyder • Dan McCoig, Jr. • Maren Sonstegard-Spray

POSITION DESCRIPTION

Minister of Music

Position Summary: In consultation with the pastoral staff and the Session, the Minister of Music leads the ministry of music throughout the life of the church. This includes using the congregation's musical gifts as a means of and aid to worship, leading the congregation to minister to each other through music, encouraging the fellowship of individuals and groups who share an appreciation of music, and fostering musical talents and expression among all age groups within the congregation.

Responsibilities:

- **Plan, organize, and lead the ministry of music.**
 - Work with the pastoral staff, other music ministry staff, and volunteers to ensure that appropriate congregational and special music are provided for all Sunday worship services (including instrumental accompaniment for the Chapel service) and for other church services and programs, as needed.
 - Lead the Chancel Choir in worship services and cultivate the musical gifts of Chancel Choir and other choral and instrumental group members.
 - Organize and oversee the children's music ministry program and provide direct leadership for at least one of the children's choirs. Ensure that the children's choirs participate on a regular basis in worship services and provide leadership for other children's musical activities, such as children's musicals.
 - Organize and oversee all other choral, handbell, chime, and musical group activities for all ages.
 - Encourage and lead the development of additional choral and/or instrumental groups within the congregation, especially those involving middle school and high school youth.
 - Encourage and recruit members of the congregation of all ages to offer their musical gifts in the service of Christ and the church in a wide variety of ways.
 - Encourage and lead the Chancel Choir and instrumental groups to present occasional larger choral works (e.g., Vivaldi's *Gloria*, Dubois' *Seven Last Words of Christ*, and/or Christmas/Easter cantatas).
 - As resources permit, encourage and participate in the development of other musical activities as a means of Christian fellowship and congregational outreach, such as intergenerational dramatic musical presentations (e.g., *Godspell*).
 - Encourage congregational singing as an essential part of worship.
 - Seek opportunities to engage in exchange or joint musical activities with other churches or musical organizations in our community.
- **Administer the music ministry program effectively.**
 - Attend staff and program meetings to provide professional guidance and assist in planning to ensure a high quality music ministry program.

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- Work with other music ministry staff to recruit volunteers to lead, assist, or provide instrumental accompaniment for all musical group activities.
 - Work with local resources (e.g., Shenandoah University) to interview and secure paid section leaders, instrumentalists, and soloists for special services.
 - Evaluate, select, and purchase or secure choral music for Sanctuary worship services representing a wide range of styles, including classical, traditional, gospel/spiritual, and contemporary.
 - Assist other church music staff in purchasing or securing music, supplies, and other materials for the music ministry program, as needed.
 - Provide for the systematic care of all music ministry materials, including choir robes and the church music library.
 - Provide for the systematic care and maintenance of pianos, handbells, chimes, timpani, the Austin pipe organ, and other church-owned musical instruments, and develop a plan for ensuring that they remain fully functional and up to date.
 - Plan and oversee the budget for the music ministry program.
- **Continue to grow professionally as a church musician.**
 - Remain abreast of current developments in church music by maintaining contact with other churches and professional groups.
 - Be active in professional development through continuing education, reading current literature, and participating in professional societies.
 - Attend appropriate conferences, such as Montreat Conference on Music and Worship or Massanetta Springs Music Conference.
- **Highlight the spiritual dimension of music.**
 - Promote an understanding of music as an arena for spiritual growth in relationship to Jesus Christ.
 - Teach how music is connected to the particular worship service's biblical and spiritual message.
 - Model a Christian attitude of welcome and concern, fostering supportive and caring relationships among choir members and other participants in the music ministry program.
 - Take leadership in providing pastoral care for those involved in the music ministry and provide opportunities for fellowship.

Qualifications:

- Firm personal commitment to Jesus Christ as Lord and Savior.
- Commitment to seeing music as a ministry of spiritual growth and development.
- Appropriate musical education/training and/or professional experience.
- Significant skills in choir training, piano accompaniment, and the selection of appropriate music.
- Demonstrated leadership qualities in recruitment, program coordination, and administration.
- Ability to work collegially in planning and programming and in providing support, encouragement, and guidance for ministerial and support staff.
- Demonstrated knowledge of the theology and practice of worship.
- Ability to make a creative contribution to the total church program.
- Pastoral concern for all persons in the music ministry.
- Ability to work effectively with a wide variety of people of all ages.

Working Relationships:

- The Minister of Music is hired by the Session and reports directly to the Pastor/Head of Staff.

- The Minister of Music—
 - oversees in a collegial manner the New Stone music leader, organist, adult handbell director, and other music ministry staff;
 - works closely with those involved in planning and conducting worship services requiring vocal and instrumental music; and
 - serves as staff liaison to the appropriate Council of the Session.

Terms of Employment:

- The general terms of employment and benefits are spelled out in the Personnel Policy/Guidelines section of the First Presbyterian Church Policy Manual.
- This is a professional, salaried position. The Head of Staff and the Staff Relations Team are responsible for annual staff reviews, and the Session, in consultation with the Staff Relations Team, is responsible for setting the level of compensation for this position as part of the annual budget process.

For information about the position go to the employment site on our church webpage

<http://fpcwinc.org/employment>