

Trinity Presbyterian Church
Job Description
Minister of Music/Organist/Pianist

Position Accountable To: Accountable to the Pastor as Head of Staff.

Position Purpose:

- To serve the church by developing, coordinating, and administering an effective and well-rounded music program, and providing leadership to and supervision of volunteers involved in this ministry.
- To encourage the use and development of musical gifts and talents within the congregation.
- To develop the choirs as small-group ministries in order to strengthen members' ties to Trinity, to offer fellowship to one another, and to increase spiritual development.
- To enhance the children and youth's appreciation of church music, to encourage use of their musical gifts, and to help them develop an appreciation of various musical styles.

Primary Duties and Responsibilities:

Planning, Coordination and Development

1. The Minister of Music will plan, in a timely fashion and in coordination with the pastor and parish associate co-pastor, the overall music ministry program and select music to be used for regular and special worship services. The Minister of Music will take into account the theme of each worship service in making music selections that complement the liturgy, preaching and spirit of the service.
2. The Minister of Music will develop and coordinate a ministry of adult, youth, children, cherub, and bell choirs and other musical groups, soloists, instrumentalists, and programs used in regular and special workshop services.

Choir Rehearsal and Accompaniment

3. The Minister of Music will schedule, prepare for, and attend weekly adult, children, and bell choir rehearsals. It is anticipated such rehearsals will be held one weekday evening and Sunday mornings. The Minister of Music will arrive in sufficient time prior to the start of the rehearsals to ensure room set-up, piano/organ preparation/practice, greeting of members and other related ministry tasks. For weekday rehearsals, the Minister of Music will ensure the room is restored following the rehearsal, facilities are in overnight mode (lights off, heat or air conditioning properly set, interior doors and windows closed and locked), and the building is secure prior to departing.
4. The Minister of Music will play the piano and/or organ for regular and special worship services. Special worship services will ordinarily include services on Christmas Eve, Ash Wednesday, Holy (Maundy) Thursday, Good Friday, Easter Sunrise Worship, ecumenical or special services hosted by Trinity, and other musical events. The Minister of Music may be asked to participate in up to three additional services per year without additional remuneration.

5. The Minister of Music ordinarily will play at all weddings and funerals at Trinity, or assist in finding a substitute should s/he not be available. Fees and responsibilities for weddings are listed in Trinity's Wedding Guidelines and shall be paid by the wedding party directly to the Minister of Music. When a funeral is held, a stipend shall be paid by the funeral home.
6. The Minister of Music will work to support the parish associate co-pastor in the administration of the Young Musicians of Faith program. The Minister of Music will provide direction and encouragement to the students by developing solos and special ensembles for the Young Musicians. The Parish Associate will develop and produce special music events in coordination with the Minister of Music. It is anticipated such events will be limited to one per year.

Administrative, Communication and Logistical Responsibilities

7. The Minister of Music, within the framework of Trinity's annual music budget, will purchase new music and maintain the music library for the Church. The Minister of Music will consult with the Head of Staff regarding budget needs and requests. Projected expenses will be submitted to the Worship Team leader by October 15 of each year for the following calendar year.
8. The Minister of Music will be the staff resource person to Worship Area Leadership Team and attend team meetings.
9. The Minister of Music will be responsible for any needed communications with members of the choirs.
10. The Minister of Music will provide the Office Administrator weekly with a list of the musical selections to be included in the worship service bulletin. The Minister of Music will also provide the Office Administrator with any rehearsal changes so these can also be included in the bulletin. This information will be provided by the deadline established by the Office Administrator.
11. The Minister of Music will ensure that volunteer positions such as music librarian and children's choir parent aides are filled, and that choir robes are maintained.
12. The Minister of Music will oversee hand bell maintenance. The Minister of Music will work with the Office Administrator to oversee piano tuning and organ maintenance.
13. The Minister of Music will assist the Head of Staff with finding a substitute pianist/organist for Sundays when the Minister of Music is to be on vacation or otherwise absent. The Minister of Music will ordinarily be responsible, by salary deduction, for paying for a substitute pianist/organist for any Sunday of leave exceeding the four (4) paid vacation Sundays allotted annually.
14. The Minister of Music will attend staff quarterly meetings regularly.
15. The Minister of Music will work in a spirit of cooperation with the Pastor and the Worship Area Leadership Team to perform other duties as requested consistent with the stated purpose of the position.
16. The Minister of Music will annually develop a continuing education plan in coordination with the Pastor. Such continuing education may include advancing technical skills, professional

workshops, regional conferences, music read-through events, or other activities. Trinity will provide funding for continuing education as annual budget funds are available. Requests for funding for continuing education must be approved by the Head of Staff.

Anticipated Work Schedule:

- The Minister of Music can anticipate a work schedule of around 20 - 22 hours per week from September to May and about 12 - 14 hours per week from June through August.

- **Personal Rehearsal Time**
The Minister of Music should anticipate approximately two hours per week of personal rehearsal time to maintain competencies, practice planned hymns, plan organ registers/stops/pedal footwork and other technical skills.

- **Staff Meetings**
The Minister of Music should plan to attend quarterly staff planning meetings in order to coordinate worship planning and program planning.

- **Planning Time**
The Minister of Music should set aside adequate time for long-term planning, including time to meet with the pastoral staff on a quarterly basis for long-term planning discussions.

- **Communications and Administrative Functions**
The Minister of Music should set aside appropriate time each week for communications with members of the choirs, as well as the performance of the administrative and maintenance functions described above.

- **Rehearsals**
For each scheduled rehearsal, the Minister of Music should set aside enough time to arrive early enough to prepare the room and music and greet members as they arrive, and to restore the room and address building security issues as described in paragraph 3 above.

Adult Choir/Bell Choir – Rehearses Thursday nights from September through May, with the exception of Holy Week and the Thursday after Christmas. The choir also has a full rehearsal before each service, and the Minister of Music should plan a minimum 30-minute rehearsal on Sunday mornings. The Minister of Music should review with the choir all hymns that will be sung, as well as special arrangements for each worship service.

Young Musicians of Faith/Youth Choir/Children's Choir/Cherub Choir – The Minister of Music will work with and support the volunteers associated with each choir. The Minister of Music will assist with music selection, provide accompaniment during worship, and practice with the choirs.

Sunday and Special Services

The Minister of Music should anticipate arriving on Sundays between 7 and 7:30 a.m. and working until 12 noon to allow time to attend to all preparation with musicians who are present on Sunday mornings. The Minister of Music should anticipate arriving at least 45 minutes before any special services.

Adopted June 2017