

Director of Music Duties

1. Develop a Music program for NPC, which will include, but not be limited to, an adult choir/and or music ensembles to perform at a 11AM Traditional service, and a Worship Team for the 8:30 AM Contemporary Service. The Director of Music will also direct or delegate direction of a youth/children's ensemble that will lead worship music 4-6 times during the year. The Director of Music will also organize several Sunday Evening Hymn Sings throughout the year. The basic Sunday work schedule will be 8:00 AM to 12:30 PM.
2. Schedule and direct weekly Thursday evening music rehearsals in preparation for Sunday Services. Schedule as appropriate music rehearsal prior to and between Sunday worship services.
3. Prepare, rehearse, and perform musical accompaniment for 8:30 AM and 11:00 AM Sunday worship services and special seasonal services throughout the length of the agreement. Accompaniment responsibilities may be delegated to a musical assistant.
4. Know the Presbyterian Order of Worship as implemented at NPC and incidental music that is needed throughout the service, including special needs for communion Sundays and Baptisms.
5. Each week select, and perform or delegate performance of 5-10 minutes of Prelude and Postlude music appropriate to the church season.
6. Know and develop a team in the technical operation of the sanctuary sound and lighting system, the organ and electronic keyboard. Oversee needed servicing and repair of equipment that includes periodic piano tuning.
7. Recruit and train special vocalists/instrumentalists from the congregation and/or music community to participate in worship services throughout the year. Recruit and train members for the Worship Team.
8. Develop and manage the yearly music department budget. Make yearly recommendations to session for the purchase of new music and musical equipment.
9. Develop alternate accompanists and music leaders for emergency situations.
10. Manage a database record of the Sunday service music and inventory of the Choir room supplies.
11. Submit monthly reports to Session, create bulletin announcements and articles for the monthly newsletter. Participate in yearly staff evaluations. Coordinate weekly with the Pastor on worship music and special worship service needs.
12. Attend and participate in ongoing training, continuing education and creative development seminars. Encourage and lead musical education opportunities for the entire congregation.
13. Job subject to reference and background check.

Please Email Resume and completed application to npc7755@roadrunner.com.

Or: Northfield Presbyterian Church
7755 S. Boyden Rd.
Northfield, OH 44067

Fax: 330-468-0989
Phone: 330-467-4137

Those candidates meeting qualifications will be contacted for a personal interview with the Search Committee