**Director of Music Ministries and/or Organist**

One full-time position or two part-time positions

The purpose of this position is to provide overall direction & coordination of the music program of the church, to direct or oversee the choirs, and to provide leadership for music in worship services, offering music in praise to God on behalf of the congregation, and/or messages through music from God to the congregation.

The Director of Music Ministries/Organist is accountable to the Senior Pastor. Annual performance reviews will be conducted by the Senior Pastor.

**Requirements:**

- Bachelor’s Degree in music preferred; experience leading worship playing both organ and piano, leading vocal and handbell choirs of all ages, and directing instrumental ensembles
- Commitment to the Christian faith and willingness to provide spiritual leadership to the congregation & articulate his or her faith to the choirs

**Responsibilities:**

**Programs:**

- Direct the Chancel Choir (adults & high school youth)
- Direct or oversee Young Presbyterians, Youth Handbells (2nd through 5th grade children) and the Youth Choir – (grades 6-8)
- Direct or oversee the Sonshine Ringers and Hilltop Ringers
- Accompany choir and congregation at all worship services, and arrange for a substitute when not able to be present.
- Provide support to musicians providing contemporary music in worship services
- Oversee leadership to the directors of the Sonshine Gang (preschool through 2nd grade children), in conjunction with the Christian Department, including annual goal setting, performance reviews, & adequacy of compensation.
- Plan & provide music for Vacation Bible School - as requested - in cooperation & coordination with Bible School leaders.

**Planning & Preparation:**

- Consult with ministers in planning music appropriate to each service of worship, including the prelude, offertory anthem, postlude & other music as required.
- Coordinate musical selections during Sunday services & special occasions, including but not limited to Ash Wednesday, Maundy Thursday, Good Friday, Lenten Lunches, Thanksgiving Eve, Christmas Music Sunday & Christmas Eve and coordinate music for special events as needed.
- Provide musical support to monthly Old Norriton events as requested
- Prepare appropriate music for weddings & funerals. Fees for these services are in addition to basic salary.
- Develop and comply with annual music budget, along with the Chair of the Worship and Music Committee, processing all invoices & vouchers to church treasurer.
- Select, order & inventory printed music and support equipment such as mics, cords, and support for the Audio/Visual System.
- Attend LPPC staff meetings, Worship and Music Committee meetings and Session meeting as required & available
- Provide staff representation on the Worship and Music Committee
- Program, set, and control the carillon system, altering for special events
- Coordinate the set-up, removal and testing of audio equipment as needed in worship services and special events.
- Communication – email with choirs, information for bulletin, Hilltop Weekly and monthly information for Hilltop Highlights.
- Schedule room use (outside of Music Room) with Church Administrator
- Check and fill oil for candles and candlelighters, candleabras and Advent wreath
- Arrange for tuning of instruments and annual cleaning of choir robes