



Church Music Director Job Description

Position Overview:

First Presbyterian Church of Mount Clemens, Michigan, is seeking an experienced and dynamic Church Music Director to provide musical leadership and enrich our congregation's worship experience. This role involves directing musical aspects of our Sunday worship services, Thursday evening rehearsals, major liturgical seasons (i.e., Advent, Christmas Eve, Lent, and Easter), special services (i.e., Ash Wednesday, Maundy Thursday), and a week of Vacation Bible School. This is a part-time position with anticipated 10-12 hours per week.

Responsibilities:

- **Musical Leadership:** Provide musical direction during weekly worship services to enhance congregational focus on God.
- **Worship Planning:** Collaborate with the Pastor and Worship & Music Committee to plan and coordinate musical elements for all worship services, including regular, special, and summer services.
- **Contemporary Music:** Introduce new contemporary praise and worship music pieces to the Pastor and Worship Committee for consideration.
- **Service Preparation:** Ensure all selected music is included in weekly printed worship bulletins and PowerPoint presentations.
- **Special Services:** Provide music for a range of special services throughout the liturgical year, such as Easter and Christmas Eve, as well as other events requested by the Pastor.
- **Communication:** Maintain weekly communication with the Head of Staff and participate in staff and monthly Worship & Music Committee meetings. Work together with the Christian Education Committee as required.
- **Recruitment:** Develop strategies for recruiting vocal and instrumental musicians, focusing on both in-house talent and engaging new church members.
- **Rehearsals:** Supervise and conduct rehearsals for all church music groups, including adult, youth, and children's choirs, hand bell choirs, and instrumentalists.
- **Volunteer Coordination:** Manage communications with music volunteers regarding rehearsal schedules and musical selections for services.
- **Budget Management:** Collaborate with the Worship & Music Committee on budgetary needs for guest musicians, music supplies, and CCLI royalties.
- **Instrument Maintenance:** Oversee the maintenance and tuning of all musical instruments.
- **Outreach and Engagement:** Create content for weekly announcements, social media, and newsletters to highlight musical activities and events within the church.

- **Children's Music Programs:** Direct musical aspects of children's presentations and activities, including Vacation Bible School, and coordinate with parents regarding rehearsal and performance schedules.
- **Licensing and Reporting:** Manage song selections reporting through CCLI and OneNote to ensure compliance with licensing agreements.

Reporting:

The Church Music Director reports to the Church Pastor and the Personnel Committee, working under the guidance of the Worship & Music Committee.

This position offers a rewarding opportunity to lead and inspire through music, contributing to the spiritual life and community engagement at First Presbyterian Church of Mount Clemens. We seek a leader with a heart for ministry, a passion for music, and the ability to foster a vibrant and welcoming worship environment.

Qualifications:

- **Education and Experience:** Bachelor's Degree and/or equivalent professional performance experience in music.
- **Musical Expertise:** Strong background in sacred and contemporary worship music, with extensive knowledge of congregational singing and liturgical music traditions.
- **Conducting Skills:** Excellence in choral conducting with demonstrated capability in leading hand bell choirs for both children and adults.
- **Communication Skills:** Exceptional ability to communicate effectively, fostering collaboration and community within the music program and church at large.
- **Recruitment Abilities:** Skilled in recruiting and motivating participants, enhancing the music program's diversity and vibrancy.
- **Liturgical Knowledge:** Significant understanding of both traditional and contemporary choral music within a liturgical setting.

Salary:

- \$13,000 annual salary, 2 weeks paid vacation time

How to apply:

Submit Resumes to Personnel Chairperson, via email at: personnel@fpcmtclemens.com

Date Issued: August 23, 2024

Personnel Committee Approved 9/4/2024

Finance Committee Approved on 9/8/2024