

CHURCH OF THE HILLS Class Specification

Class Title: Director of Music
Department: Music
Reports To:
FLSA Status: Non-Exempt
Prepared Date: December 2023

GENERAL STATEMENT OF DUTIES:

Under general direction, plans, organizes, and carries out a program of music for Church of the Hills by performing the following duties.

The Music Director shall work under the supervision of the Pastor, in close cooperation with the Worship Committee, with ultimate accountability to the Session.

Key working relationships: Pastor, Personnel Committee, Worship Committee, Session, Choir, Music Accompanist(s)

DUTIES AND RESPONSIBILITIES include the following.

ESSENTIAL DUTIES ARE:

- Working with the Pastor and the Worship Committee, plan a program of music to help raise the level of spirituality of those attending church events, specifically, worship and other special events.
- Be familiar with the overall goals of the church and how those goals affect the music program.
- Meet with the Pastor weekly to select music and to discuss any issues which may be relevant to the success of the music program.
- Attend and participate in meetings as required.
- Help to recruit members to the choir.
- Rehearse the choir mid-week and on Sunday mornings to prepare anthems and music.
- Select and practice music to lead the congregation.
- Plan, coordinate, and direct special programs involving other people and instruments from outside the church to create excellence in worship throughout the year.
- Arrange for suitable substitutes as needed.
- Link with people, organizations, and resources in and beyond the COTH congregation.
- Attend continuing education events to enhance and improve job skills as approved.
- Work with and give direction to the organist and/or accompanist.
- Coordinate and schedule special music when choir is not active.
- Coordinate music opportunities for families and children.
- Maintain the church's resources and equipment; provide advice on the need for tuning, maintenance, and/or replacement of instruments; catalog and organize music resources; assist with sound checks with AV crew if needed.
- Administer and guide the growth of the music program.
- Initiate and participate in musical programs, community events, and occasions which might promote and/or improve the COTH musical program.
- Provide weekly list of anthems, preludes, offertories, postludes and other music to church office.
- Write occasional articles which communicate about and promote the music program.
- Lead the choir members and church musical program participants in the development of their musical talents and skills.
- Help to develop and work within the music budget.
- Perform other duties as assigned.

Director of Music (cont.)

SUPERVISORY RESPONSIBILITIES:

This job works closely with the organist or accompanist.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor of Arts in Music and two years of experience of conducting a choir preferably in a church.

SPECIAL REQUIREMENTS:

ABILITIES AND SKILLS REQUIRED:

Knowledge of music theory, rhythm, harmony, and expression.

Ability to relate well and to respectfully communicate with Pastor, all staff, and members of the congregation.

Ability to identify harmony and describe level of tone and correct rhythm.

Ability to recognize and correct errors of choir members pertaining to pitch and timing.

Ability to exercise leadership in a cooperative manner.

Ability to stay current with computer and software programs.

Ability to accurately manage own time to meet deadlines.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to speak effectively before individuals and groups.

Ability to follow church protocols.

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

Ability to lead other people.

Ability to establish and maintain effective working relationships with fellow employees, the public, supervisors, subordinates and other church officials.

PHYSICAL REQUIREMENTS:

Ability to sit, stand, use hands to finger, handle, pick, pinch, reach or feel.

Ability to talk and hear.

Ability to reach with hands and arms, to lead and direct music.

Ability to walk, stand, and balance, stoop, kneel, or crouch.

Ability to occasionally lift and/or move up to 10 pounds.

Ability to use close vision, color vision, peripheral vision, and ability to adjust focus.

Good hand/eye coordination especially to effectively direct music.

Good foot/eye coordination.

WORK ENVIRONMENT:

Work is normally performed in an office and church setting and also before groups. The employee is occasionally exposed to moving mechanical parts; The noise level in the work environment is normally low to moderate.