

## Job Description

**Position Title:** Music Director  
**Classification:** Part-time Employee/Exempt  
**Reports To:** Co-Pastors

**Date:** June 2021

**Summary:** Provides leadership and faith-based music directorship to Covenant Presbyterian Church's music programs. This position is responsible for the adult choirs and is also responsible for supervising and collaborating with other music leaders, with the opportunity to develop youth and children's music programming. This position is expected to not exceed an average of 25 hours per week (time required will vary seasonally).

### Essential Functions:

#### Choral Director

1. Choose repertoire for, schedule, and conduct rehearsals for choirs throughout the year.
2. Conduct choir at both Sunday morning worship services multiple times per month.
3. Plan with clergy and conduct two music focused services for Christmas season and Palm Sunday.

#### Administrative

1. Develop and maintain annual schedule for worship music (to include adult choirs, adult and youth hand bell ensembles, alternative worship, and instrumental ensembles).
2. Coordinate with clergy to ensure weekly music enhances the message for each service as well as the overarching theological and strategic vision at Covenant
3. Develop and oversee Accompanist/Organist schedules for Sunday morning services and concert/special worship program accompaniment.
4. Select and order music for adult choirs and oversee the Music Library.

## Youth and Children's Music

1. Partner with children and youth ministry staff to develop and coordinate children's music programming and support the youth band.

## Music Diversification

1. Work with clergy and volunteer worship leaders to expand Covenant's music offerings.

## **Performance Factors:**

- Treat others with respect and dignity
- Maintain a positive attitude in the workplace.
- Foster an environment that "puts people first."
- Manage time and maximize own productivity.
- Maintain composure in stressful situations.
- Demonstrate organizational and prioritization abilities.
- Provide meaningful oral and written communications.
- Value diversity.
- Be flexible and adaptable

## **Required Education and Experience:**

- Music related bachelor or associate degree required
- Prior experience as a church music leader or teacher of music is desirable

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please submit resume and cover letter to [office@covenantfrazer.org](mailto:office@covenantfrazer.org)**