

May 2022

**FIRST PRESBYTERIAN CHURCH  
MASON CITY, IOWA**

**POSITION DESCRIPTION**

**TITLE:** Director of Music Ministry

**PURPOSE:** To ensure that the worship of the congregation is enhanced through a ministry of music that is appropriate to the life and witness of this community of faith.

**ACCOUNTABILITY:** Accountable to the pastor.

**RESPONSIBILITIES:**

1. Work closely with the pastor and the church accompanist in planning and coordinating the music and worship experiences. This will involve regularly attending staff meetings.
2. Demonstrate technical knowledge of conducting.
3. Ability to maintain regular attendance for Sunday worship and Wednesday night choir rehearsals.
4. Explore and develop the talents of the congregation to present special music. This may involve but is not limited to soloists, instrumentalists, bell choir, children's choir, ensembles, and volunteer support roles.
5. Perform additional responsibilities as may be required for extra worship services held during special seasons of the liturgical year such as, but not limited to, Advent, Christmas, Lent, Holy Week and Easter.
6. Coordinate special music (solos, ensembles, accompanists, etc) during the summer months.
7. Maintain the church's music library. Research and select music that will enhance the music ministry of the church.
8. Obtain a suitable substitute when unable to be present for a Wednesday rehearsal and/or Sunday worship service.
9. Demonstrate leadership to plan worshipful musical experiences and interpersonal skills to recruit and retain participants.
10. Demonstrate an understanding of the role of music as an expression of faith in the context of reformed Christian worship consistent with the theology of the PCUSA.
11. Perform other duties as assigned.

**RELATIONSHIPS:** The Director is accountable to the pastor and indirectly to the Worship and Music Ministry Team and will work directly with the Church Accompanist.

**PERFORMANCE EVALUATION:** The Director will be reviewed annually by the pastor and members of the Personnel Committee. Adequacy of compensation will be reviewed annually.

**CONTINUING EDUCATION:** The church will provide support and funding for appropriate continuing education on approval of the pastor and chair of the Music and Worship Ministry Team.