

**Carrollton Presbyterian Church**  
**Part Time Director of Music Position**

**The Purpose of the Director of Music Position is** to lead, enable, and support the entire music program of the church, and to work in cooperation with the pastor, the Session, the Worship Team, the church staff, and congregational volunteers.

**Qualities and Qualifications**

- Must have a minimum of a bachelor's degree in music. Additionally, five years of professional church music experience is preferred.
- Must possess a strong Christian faith and an understanding of Reformed theology.
- Must work well with congregational volunteers: motivating, encouraging, and educating them.
- Must fulfill responsibilities listed below and serve the church and its people in a professional and compassionate manner.
- Must submit to and pass a background check.

**Responsibilities:**

- Oversee the entire music ministry program and staff, in cooperation with the Worship Team and the Pastor.
- Help provide a vision for the overall music ministry of the church, by providing recommendations to the Worship Team.
- Select worship music that correlates with the scriptures, liturgy, and the liturgical seasons of the church.
- Participate in worship as well as direct the choir during worship.
- Plan and prepare choir rehearsals including Wednesday evenings, Sunday mornings, and seasonal services.
- Be proficient at basic part playing on the piano.
- Attend planning meetings with the pastor, the Worship Team, as well as with other music ministry staff and lay leaders as needed.
- Encourage participation of children and youth in our music program throughout the year.
- Oversee CPC Choir Scholarships and Awards including recruiting, supervising, and auditioning student participation in the programs.
  1. CPC Choir Music Scholarship program
  2. CPC University of West Georgia Foundation Scholarship
- Maintain the music library and purchase new music as needed.
- Coordinate the upkeep of the musical instruments of the church by arranging for tuning and maintenance. (Pianos, organ, handbells, percussion instruments, and Orff instruments). Make recommendations to the Worship Team with regard to replacing existing instruments or purchasing new ones as needed.
- Actively recruit for the music ministry by encouraging and incorporating the musical gifts and interests among the members of the church.

### **Responsibilities:**

- In consultation with the Worship Team, select musicians and soloists, (volunteer and paid), for worship as well as special musical events such as weddings and funerals as needed.
- Arrange for substitutes for music staff (paid and volunteer) as needed.
- Help develop a handbell choir with lay leadership.
- Have a willingness to study and learn new music and worship concepts by participating in continuing education (workshops, leadership training, etc.).

### **Supervision**

The Director of Music works cooperatively with the pastor and in conjunction with the Worship Team. Oversight of the Director of Music is by the pastor, who is the head of staff, as well as the Administration Team, as relates to personnel matters.

### **Evaluation**

Written performance reviews will be conducted by the Administration Team, under procedures set forth by the Session.

### **Compensation**

- Annual salary \$10,000-\$12,500