



POSITION DESCRIPTION

Position Title: Director of Music and Fine Arts Ministries	Position Type: Full Time Exempt
Department: Music	
Reports To: Senior Pastor	

POSITION OBJECTIVE: The Director of Music and Fine Arts Ministries at FAPC is a person of faith called to nurture and lead an exceptional music ministry for our large, diverse, urban church. Together with volunteer and professional musicians, the Director of Music and Fine Arts Ministries will provide (and oversee) music that is liturgically fitting, spiritually engaging, and reflective of the congregation's rich diversity and theological tradition at all worship services. The Director is also responsible for incorporating and introducing the arts into the life of this congregation in faithful and creative ways.

DIMENSION/SCOPE:

Supervision

- Leads all aspects of the Music and Arts Ministry.
- Supervises the department's professional staff and all musicians, both professional and volunteers.

Budget

- Accountable for the Music and Arts annual budget.

MAJOR RESPONSIBILITIES:

1. Develop and implement an integrated, comprehensive and varied church music program. The program will include professional and volunteer musicians, and provide opportunities for children, youth and adults of the congregation to participate in the musical life of the church.
2. Determine music department staff needs.
3. Allocate music department staff responsibilities, and coordinate with pastors and staff to ensure a smooth-running department.
4. Recruit, audition and select potential volunteer and professional members of the choirs and additional vocalists and instrumentalists for solos and ensembles to supplement the choirs.
5. In collaboration with the pastoral staff, select music that is consistent with and that will enhance the liturgical theme.
6. Conduct choral music at worship services, concerts and other musical programs.
7. Schedule and provide for rehearsals adequate for the proper preparation of all music.

8. In collaboration with the communications staff, inform the congregation and community of all activities of the music program including: timely submission of worship music and music program notes for the weekly bulletin; notices and advertising of all concerts and music events; and other communication to the congregation and community, as necessary.
9. Participate in weekly senior staff meetings.
10. Participate in the work of the Worship Committee of the Session.
11. Participate in the work of the Arts and Our Faith Committee.
12. Serve as a resource to pastors, musicians and the congregation in planning weddings, funerals and memorial services.
13. Plan and manage the music department budget; provide oversight for the Choral Librarian's administration of payroll for all permanent and contracted music staff in a timely manner.
14. Administer and oversee the maintenance of music library and musical instruments.
15. In consultation with the Senior Pastor, determine schedule of office hours.

PROFESSIONAL QUALITIES DESIRED:

- Degree in music with an emphasis on sacred and choral music, or equivalent experience; advanced degree and five years of experience preferred.
- A proven track record in administering a comprehensive choral and instrumental music program in a large church.
- Clear understanding of Reformed worship.
- Experience in managing the staff and resources of a varied music program.

PERSONAL QUALITIES DESIRED:

- Able to establish effective working relationships with volunteers and paid musicians, church staff and committee members.
- A team player who is committed to nurturing the professional and spiritual growth of all participants in music ministry.
- Willing to envision, develop and implement new possibilities for the church music program and in the wider community.
- A joyful and authentic faith commitment that expresses itself in his/her music.

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