

**Position Description
For Part Time Music Director**

**Hope Presbyterian Church
1100 Enterprise Road
Mitchellville, Maryland 20721**

Summary

Plans and coordinates the music program of Hope Presbyterian Church under the guidance and supervision of the Worship Committee, the Session, and the Pastor. The position is part time (10 hours per week).

Line of Authority

The Music Director is responsible to the Head of Staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Confer regularly with the pastor to promote understanding and coordinate basic agreement on mutual goals of music ministry.
- Participate in Worship Committee meetings.
- Prepare a calendar specifying services with anticipated choral and musical needs.
- Provide service music and hymns for worship services: weekly Sunday services, Ash Wednesday, Maundy Thursday, Good Friday and Christmas Eve.
- Recruit members to the Adult Choir, direct weekly rehearsals, and provide worship leadership of the Adult Choir (September – June).
- Coordinate special music for summer services.
- Secure volunteer personnel needed for various duties in support of the music program and work with them to help organize music for worship. (Encourage and support the efforts of the Christian Women's Choir and Children's Choir.)
- Provide music for weddings and funerals, as requested (with additional compensation).
- Order all necessary music and other program supplies.
- Provide accompaniment for guest musicians as requested.
- Plan with the pastor to provide substitute musicians for worship and prepare a notebook of service music for guest musicians.
- Work with Worship Chair and Treasurer in preparation of Annual Music Budget.

Skills

- Play hymns and congregational service music and accompany choir.
- Train choir, lead rehearsals and support musical leadership in worship.
- Select music in accordance with liturgical calendar.
- Demonstrate knowledge of theology of reformed worship format.

Benefits

- Annual salary: \$10,000
- Annual personal leave: 2 weeks