



POSITION DESCRIPTION

POSITION TITLE:	DIRECTOR OF TRADITIONAL MUSIC
REPORTS TO:	Pastor, Worship Committee Chair
CLASSIFICATION:	Exempt - Ministerial

POSITION SUMMARY:

The Director of Traditional Music assists in worship leadership by developing and implementing an exceptional music ministry for the traditional worship service.

RESPONSIBILITIES:

Music Program

- Assists in leading traditional worship services throughout the year in coordination with the Pastor and Worship Committee by suggesting appropriate hymns, anthems, and instrumental pieces. Confers with the Pastor to evaluate suggested music and activities.
- Plans and coordinates special music, including guest musicians, to enhance the worship experience.
- Acts as a resource person to other ministries in connection with traditional music used to supplement worship services, church school programs and other special events.
- Provides supervision of the organist and participates in their evaluation.
- Coordinates personal schedule and vacation with the Pastor and Worship Committee Chair, with adequate notice and provisions for traditional music direction/leadership while on personal leave, scheduling conflicts, or vacation. Responsible for timely planning for and securing a replacement, including provision for their timely payment.
- Communicates with the Pastor and other church staff on a regular basis and submits bulletin and calendar material when appropriate on a timely basis.
- Fulfills all tasks assigned by the Pastor, consistent with the development of traditional worship music.
- Submits a proposed traditional music budget for each year to the Worship Committee in its preparation of the annual budget.
- Contemporary and Traditional Music Directors must work together in sharing budget allocations. The needs of the traditional and contemporary ensembles are not the same, constant or equal, so division of budget allocations are flexible. There is much crossover between the two areas.
- Oversees the maintenance of the traditional music library. If there are no volunteers available, the Traditional Music Director must do the work themselves.
- Assures the maintenance of musical equipment used in traditional services, including pianos and organ.

- Secures facilities after rehearsals and worship services as appropriate. (This includes putting away music etc., adjusting air conditioning if needed, turning off lights, sound system, locking building, etc.)
- Absences should be communicated to the Pastor and Worship Committee Chair as much in advance as possible. Vacation must be approved in advance by the Pastor and Worship Committee Chair.

Choirs

- Recruits and maintains a quality Chancel Choir.
- Directs Chancel Choir during worship services.
- Schedules and conducts rehearsals (weekly and special) of the Chancel Choir as appropriate to assure competent musical offerings for during worship services.
- Serves as a leader or recruits leaders for children's choir, hand bell choir, youth choir, and other special ensembles.
- Purchases music, instruments and equipment, licenses, etc. for traditional music needs, including Chancel Choir, children's choir, hand bell choir, youth choir, organ, etc. within budget limitations.
- Oversees the proper care, cleaning, and storage of choir robes.

NOTE: *The Director of Traditional Music may use St. Mark facilities and instruments to give a limited number of private lessons or rehearsals, which must be coordinated with the church calendar. Extended use of St. Mark facilities and instruments must have prior approval from the session.*

TIME REQUIREMENT: Exempt with estimated work time of 10-15 hours per week

WORK ENVIRONMENT: This position operates in a professional church office environment, often in the Choir Room and Sanctuary. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

QUALIFICATIONS:

- Possess a sense of call to the ministry of leading worship music
- Be a committed Christian and possess an understanding of the beliefs and practices of the Presbyterian Church (USA).
- Reads music, has had musical training, has a melodious/pleasing voice and proficiency on a musical instrument is preferred.
- Has knowledge of hymns as well as contemporary praise songs and choruses -- blended worship.
- Experience with musical group settings
- Engaging personality/enthusiasm to connect with the congregation
- Be able to communicate a personal testimony
- Possess
- es a Bachelor's degree or equivalent experience.
- Committed to the mission and ministry of St Mark Presbyterian Church.
- Has and maintains a valid Texas driver's license.
- Be able to speak, hear, understand, read, and write English.
- Has excellent verbal and written communication skills.

COMPETENCIES:

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.

EVALUATION:

The Director of Traditional Music will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Worship Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF DIRECTOR OF TRADITIONAL MUSIC

DATE