

CHESTNUT LEVEL PRESBYTERIAN CHURCH

“Planted in Christ, Growing in Grace, Feeding the World”

Position Description

Title: Director of Music Ministry

Purpose: To provide competent, dependable Christian leadership and/or oversight of the various choirs, musical groups and instrumentalists.

Accountability: To the Session through the Pastor as Head of Staff.

Time Requirement: This is a salaried, year-round position requiring 10 hours per week.

General Responsibilities: The position includes the following general responsibilities

- Direct and/or oversee all music ministries of the congregation
- Provide for meaningful, vibrant and inspirational worship in cooperation with the Pastor, Organist, and Worship and Music Committee
- Provide direction in maintaining a balance of music that appeals to a wide range of age groups and reflects an appropriate variety of music genres
- Recruit, organize, rehearse and direct the Chancel Choir, providing for a substitute director in the event of his/her absence
- Provide direction for all other CLPC music ensembles by personally directing or overseeing/ coordinating leadership of all such groups, such as the Children’s Choir, Youth Praise Team, Bell Choir, Brass Ensemble, Praise Team, etc.
- Provide or coordinate music for both the 8:00 am and 10:30 am Sunday worship (or single combined service) in cooperation with the Pastor, the Organist, and/or other church musicians.
- Notify the Administrative Secretary of all Sunday morning worship musical selections by the appointed deadline
- Provide or coordinate music for seasonal services such as Lent, Holy Week, Christmas Eve, and any others in cooperation with the Pastor and the Organist/Pianist.
- Provide for or coordinate special music for worship during the summer months of June, July and August in cooperation with the Organist/Pianist
- Order, organize and maintain all choral music
- Recruit and/or hire instrumentalists as needed
- Seek out and encourage the expression of musical talents within the congregation
- Attend Worship and Music Committee meetings

Evaluation: Performance reviews will be conducted at least annually by the Personnel Committee and the Pastor as Head of Staff. The Personnel Committee will review annually compensation and report its recommendations to the Session.

Terms of Employment:

- This is a year-round part-time position requiring an average of 10 hours per week
- This is a salaried position and compensation will be paid bi-weekly
- This position is not eligible for Paid Time Off under the Paid Time Off Policy.
- Two (2) Sundays of paid personal leave during the program year (September-May) is provided, with the securing of a substitute Director being the responsibility of the employee and the appropriate honorarium/fee provided by Chestnut Level Presbyterian Church.
- Reimbursement of medical insurance premiums will not be provided.
- Two week notice of termination of the contract is required of either the employee or Chestnut Level Presbyterian Church.

Revised/Approved: 03/27/2025

- Revised 04/06/2026