

**BETHANY PRESBYTERIAN CHURCH**  
**DIRECTOR OF MUSIC MINISTRIES-JOB DESCRIPTION**  
**Session Approved -June 2021**

**POSITION: DIRECTOR OF MUSIC MINISTRIES**

- This is a part-time position as Director of Music and Accompanist for Bethany.

**JOB DESCRIPTION as DIRECTOR OF MUSIC:**

- Work under the direction, and in collaboration with, the pastor, to plan the music for weekly Sunday Worship. Prepare and perform liturgical music for Sunday worship and other liturgical/seasonal services, choral, congregational, and service music.
- Cooperate with schedule deadlines by submitting music selections in a timely fashion for Sunday worship music to the Pastor and Office Manager.
- Lead weekly rehearsals for Chancel Choir and Friends. Direct Chancel Choir and Friends on first and third Sundays each month and community musicians on other Sundays.
- Inspire and develop additional opportunities in the arts at Bethany, including but not limited to, both vocal and instrumental music, to maximize involvement of interested Bethany members and friends.
- Communicate clearly to all related parties on all schedules and logistics in music program.
- Recruit guest musicians to perform on Sundays when Chancel Choir does not sing.
- Recruitment of new singers for choir or as soloists, and recruit all potential instrumentalists.
- Cooperate with clergy and other commissions when musical needs arise.
- Follow building safety procedures: unlock and lock facility according to Plant and Facility guidelines.
- Follow budget guidelines in music procurement and guest musicians.
- Oversee the planning of the annual Sing-Along Messiah, including the program, scheduling of guest conductors, organists and /or musicians, organizing the loan and /or purchase of scores, tenor and bass support, volunteers for event and reception.
- Arrange for the maintenance of all musical instruments: tuning, repairing, etc.
- Oversee the filing and organization of the Music library.
- Attend professional church musicians' conferences, as Continued Ed.
- Other duties, as required.

**ORGANIST/PIANIST DUTIES:**

- Play for worship services: Prelude, Offertory, Postlude, congregational hymns and songs, anthems, service music (Holy Communion).
- Play for weddings and funerals (private arrangements with additional compensation).
- Play for Bethany special events, as scheduled by Head of Staff.

**ACCOUNTABILITY:**

- Report to Pastor and works in cooperation with the Worship and Arts Commission.
- Pastor and Personnel Commission will evaluate employee each year.

**BENEFITS:**

Wages for this position are determined by the Session each year. Vacation and sick leave will be in accordance with Bethany Church's Personnel Policies.