

**DIRECTOR OF MUSIC  
FIRST PRESBYTERIAN CHURCH  
WEST MEMPHIS, ARKANSAS**

**Contact Pastor David Dobbs – 334-275-5254 or [stringer77@gmail.com](mailto:stringer77@gmail.com)**

**PRIMARY FUNCTION**

Under the direction of the Pastor and the authority of the Session, to be responsible for the total music program of the Church.

**EXPECTATIONS**

- A sincere personal commitment to Jesus Christ
- A high degree of professional competence
- A sense of Christian ministry through the music program of the church
- A willingness to work with others
- A pastoral concern for all involved in the church music program

**JOB DUTIES**

- To operate the music program of within the budget constrictions set by the Session.
- To establish and maintain a yearly master calendar for the total music program and to approve or disapprove all entries or changes
- To serve as coordinator and resource for the various choirs and music programs
- To chair planning sessions as needed with the directors and leaders of various choirs
- To encourage all members of the congregation to take part in the music program
- To be responsible for ordering, cataloging and maintaining of all music
- To be responsible for the care and maintenance of the musical instruments on a regular basis
- To be responsible for the care and cleaning of the vestments of the chancel choir
- To be sure that the church is secured upon conclusion of any after-hours use by the choir
- To approve/disapprove use of the organ by any guest organist

**As Choral Director:**

- To conduct the chancel choir on the following schedule:
  - All Sundays of the year
  - Maundy Thursday service
  - Christmas Eve service
- To plan and conduct all rehearsals
- To select and schedule anthems and congregational hymns that are appropriate for the liturgical season, holiday, sermon subject, or occasion, with input from the Pastor and worship committee. If the music director isn't comfortable and familiar with Presbyterian or Protestant liturgy, history and practice, the worship committee will be responsible for selecting the congregational hymns, and provide guidance as necessary for the selection of choral anthems.
- To determine appropriate rehearsal and vacation times for the choir

**Financial**

- Reports to pastor and worship committee
- Two Sundays per year paid vacation.
- Funerals and weddings are not part of this job description. Any arrangements and negotiations for these services are between the director and the family or individual.