

Job Description – Director of Music Ministries

Providence Presbyterian Church, Robinson Township, PA

Providence Presbyterian Church is currently seeking a full time Director of Music.

We typically have morning Lord's Day worship attendance around 300 people. We use the Trinity Hymnal (red) along with supplemental bulletin insert of more modern hymns/songs (typically 1/service).

For morning worship, we have a choir of about 30 people, piano, keyboard organ, and a small orchestra consisting of violin, cello, flute, clarinet, saxophone, trumpet, and trombone. The choir does not typically sing for Lord's Day evening worship services, and congregational singing is usually accompanied by trumpet and piano.

- **Structure and Oversight**
 - Work to develop and implement the worship services at PPC under the oversight of the Session
 - Work under the direction of the Pastor in order to complete bulletin in a timely manner and satisfy the vision of the Session for Reformed music and singing, that is blended in style and reverent and joyful in tone
 - Position reports to Pastor

- **Duties and Responsibilities**
 - Leading the music and singing of groups and congregation for morning and evening Lord's Day worship services as well as special services
 - Planning and selection of music and ensembles to be used in worship services
 - Scheduling and leading choir and orchestra rehearsals
 - Supervision of other music staff/volunteers, music budget management, music equipment maintenance, and music library
 - Supervision of sound/audio team and responsibility of overall sound of the service in the sanctuary as well as live stream/recording

- **Working with People**
 - Be available to coach and encourage those who wish to use their musical gifts for the glory of God and the edification of His Church here at PPC
 - Actively seek out those who have musical gifts and encourage them to use them to God's glory and the edification of the Church, for example, by word of mouth, fellowship, friendship, teaching, and availability
 - Encourage participation in all facets of music ministry, including but not limited to setup, sound, singing, orchestra, and song research
 - Through personal example, and along with other Church leaders, show forth and witness to the value and importance of music in the Church and also as a tool for outreach

- Be involved in determining and meeting related needs of the Church, including, but not limited to, overall sound quality, and amplification needs.
- Arranging for substitute director when on vacation, away, or sick
- Submit to the direction of Pastors and Session

- **Team Leadership**
 - Develop leaders of various groups (Ladies voices, Men's voices, accompanist, etc.) in order to delegate responsibilities and workload. Have at least one back up to take your place on vacations, sick days, etc.
 - The Music Director remains in charge of all aspects of PPC music ministries, subject to the oversight of the Pastor and Session.

- **Time Away**
 - Two weeks of paid vacation time per annum (Includes two Sundays)
 - Approved Sundays away for professional development
 - Will be present and active during holiday seasons
 - Submit requests for time away, whenever possible, at least one month ahead of time to Pastor

Interested parties should send resume to Ruling Elder David Auman,
davidjauman@outlook.com