

First Congregational Church of West Tisbury Employment Opportunities

(September 2011)

PART-TIME MUSIC DIRECTOR

Position Purpose: Responsible for leading the music of the worship services of the Church by directing the choir, and using the organ or piano to lift the congregation in music for the praise of God.

This is a part-time position of an estimated 10-11 hours per week. This involves about three and a half “visible” hours (one hour choir rehearsal Thursday evening, and Sunday choir preparation/worship service between approximately 8:45 and 11-15am). The remainder of the hours are for practice and planning. It is understood that the non-visible hours will vary from person to person.

The Music Director serves under the supervision of the Pastor.

Periodic performance reviews (6 mos. & annual) will be held with the Pastor. From time to time a member of the Deaconate will meet with the Pastor and the music director concerning church services.

The church organ is a Fritz Nowak, 1958, with mechanical action. The piano is a Henry Miller grand with Stanwood action.

Responsibilities: The following constitute the principal responsibilities of the Music Director:

1. Select and provide organ/choral music for all Sunday worship services, and all special celebrations of worship.
2. Plan for periodic inclusion of the bell choir, and the children in worship services.
3. Attend monthly staff meetings to stay informed on events at the church.
4. Coordinate with the pastor on hymns, anthems and offertories, reflective of the liturgical season and designated scripture texts.
5. Provide music for weddings and funerals held at the church when the organ or piano is the primary instrument used. Fees for these services are honorariums from couples and families at an amount determined by church policy. (The use of the organ or piano by another musician requires special permission.)
6. Provide for qualified substitutes for all absences.
7. Submit information for weekly bulletins in a timely fashion as determined by the church administrator.
8. Choose and purchase organ/choral music within approved budgetary guidelines.

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9. Oversee tuning and maintenance of the church organ and piano within the approved budget, and provide regular reports specifying maintenance needs to the Pastor.
10. Submit budget requests to the church treasurer each fall as part of the process of the congregational council.
11. Be aware of and incorporate the relevant contributions of members of the congregation so that the music ministry is enhanced within the life of the church.
12. Keep abreast of developments in worship and liturgy through continuing education and association with musicians from other churches and music groups on the island.
13. May conduct private organ and piano lessons in the church and make them available to qualified students.

These responsibilities may be adjusted by mutual consent after a person has been in this position for a full year.

Skills and Qualifications:

- 1) A Bachelor of Music degree or similar practical experience, and sufficient keyboard ability to sight-read hymns, liturgy and anthem accompaniments.
- 2) Interest in and ability to play a wide range of music.
- 3) Skill as an accompanist for soloists and other musicians.
- 4) Knowledge of Congregational worship tradition, and a theological understanding of the church sufficient to select appropriate music for worship.
- 5) Experience as a team player in a church setting, working with staff, musicians and volunteers.
- 6) Interest in and ability to work periodically with children in including them in our church music.
- 7) Patience and a sense of humor.
- 8) Good communication skills.

Salary and Benefits:

Salary and benefits will be negotiated commensurate with the applicant's experience and in accordance with the AGO guidelines.