

## **First Presbyterian Church of Matawan, NJ Music Director Job Description**

The Music Director supports the Mission of FPC Matawan. We extend Christian love, worship, fellowship, education, and other support to meet the changing needs of our community by sharing God's gifts, exemplifying God's love, and seeking justice for all. Learn more at: <https://firstpresmatawan.org/>, and <https://www.facebook.com/FPCMatawan>

We are a 175-member congregation with a history of a strong, diverse music program. Our worship services are streamed to Facebook weekly. We have a three manual organ and an electric piano for Traditional worship, and a keyboard for Pathways.

Submit resume to: [personnel@firstpresmatawan.org](mailto:personnel@firstpresmatawan.org). References required.

### **General Description**

The Music Director will oversee all aspects of music for Pathways Contemporary Worship, Traditional Worship, and Combined Summer Worship, as well as special services. The Director will be familiar with music for online/streaming worship. The Director will work approximately 20 hours/week and reports to the Pastor/Personnel Committee. The annual salary range is approximately \$20-25,000, depending on experience.

### **Responsibilities Include but Are Not Limited To:**

1. Planning, finding, supporting and/or approving repertoire performed in Sunday worship services (Traditional, Pathways, and Summer Combined) and other special services and events as needed.
2. Playing organ, and/or piano in rehearsals and worship services, option to play other instrument(s) as well.
3. Coordinating weekly with the PowerPoint volunteer for worship slides.
4. Overseeing all volunteers in the music program.
5. Actively recruiting for the different musical and dramatic groups.
6. Meeting weekly with the Pastor, and planning music together, at least several weeks in advance.
7. Attending Monthly Zoom Worship Commission meetings, and other meetings as needed.
8. Rehearsing for worship services, including Chancel choir and Pathways Band.
9. Rehearsing the various choirs, bands, ensembles and drama groups weekly as needed and practicable, and overseeing volunteer leaders of these groups.
10. Maintaining regular communication with musicians, members, and parents
11. Coordinating the music and rehearsal calendar with the church office and Pastor.
12. Helping establish and maintain the joyful worship of the church.
13. Coordinating performances, including set-up and tear-down of musical equipment.

**Vacation**

1. The church will include in the annual budget pay for a substitute for four vacation weeks at the American Guild of Organists rate (currently \$150/Sunday).
2. The Music Director may take additional time off in coordination with the Pastor and Worship and Music Commission, no more than 6 weeks unless unforeseen circumstances arise.
  - a. The Music Director is then responsible for finding substitutes for Sundays off, and paying for them if the cost exceeds what the church has budgeted.

**Qualifications**

1. A music or music education degree is preferred.
2. Three years of experience in church music, traditional and contemporary worship preferred.
3. Ability to organize and recruit volunteers.

**Options for Leadership**

1. We currently have a youth drama group, four bell choirs for different ages, and youth and children's choirs, some are led by volunteers, some by our current Music Director.
2. We are open to leadership in any of these groups, depending upon interest and skill. The new Director will oversee all the music/drama groups and choirs and their leaders.