

TRINITY PRESBYTERIAN CHURCH  
RYE, NY

## MUSIC DIRECTOR (PART TIME)

**Job Title:** Music Director

The primary role of the music director is to oversee and carry out the music and worship arts ministry of Trinity Church, helping the congregation truly to be a worshipping community.

### **Expectations**

1. The music director is to attend weekly staff meetings.
2. Uphold standard of excellence in the spirit and manner of Christ-centeredness.
3. To complete background check and child protection training, and follow church's policy on child protection within the first month on the job.
4. If non-ordained, the music director will be required to be a member (or associate member) of Trinity Church. As a respected and trusted member of the Trinity Presbyterian Church family, the music director is expected to conduct himself in a manner that exemplifies the qualities taught by Jesus Christ. Lead within the bounds of the Trinity Presbyterian Church mission, vision, core values, and the directions of the board of elders.

### **Accountability Relationships**

1. *Relationship to Senior Pastor:* Like all staff, the music director serves under the leadership of the senior pastor. As the senior pastor in the chief liturgical leader of Trinity Church, the music director will work closely with—and report to—the senior pastor in all aspects of worship planning. Relationships of friendship, collegiality, and accountability are to be expected among the church staff.
2. *Relationship to the Pastoral Staff:* The music director reports directly to, and is under the immediate supervision of, the Executive Director of Ministries/Executive Pastor—or, if is not one, to another of the pastors of Trinity Church—in order to set goals, oversee administrative tasks, and for regular coordinating meetings—though, as noted above, the music director will work primarily with the senior pastor in worship planning and leadership. The supervisor, in close communication with the senior pastor, will provide performance reviews and evaluations at least annually.
3. *Termination of employment:* The music director serves under the direction of the executive director/pastor, who, with the support of the senior pastor and in consultation with the Session, may terminate the position.

## **Responsibilities**

The ministry of the music director focuses on two key areas: (1) regular worship services and (2) special events. These areas entail several specific ministry responsibilities:

### **Weekly Responsibilities:**

1. Contact and schedule regular roster or substitute musicians for weekly (and other regular) services, including occasional song leaders. Submit check requests for musicians' payment where required.
2. Choose worship hymns and songs with sermon focus in mind. Track how songs resonate with the people, with the liturgy, and frequency used.
3. Add the music information to the liturgy that is provided by the Senior Pastor (usually provided 2-4 weeks ahead of time). Produce the church bulletins for each service, and submit to printer by Tuesday noon before each Sunday (or one week ahead of a special event).
4. Communicate information for the services and bulletins at staff meetings to inform pastors, musicians, administrator, and sound team of the weekly music lineup.
5. Foster relationships with current musicians and with qualified newcomers and young musicians who are interested in the music ministry and include them in the roster if appropriate.
6. Ensure that required materials are provided (music, scores, stands, lights, etc.)
7. Perform in special music; service music; and song lead occasionally during services.\*
8. Provide printed hymns and service music for instrumentalists.
9. Time off - For the occasional Sunday's off, all music and details need to be set up well in advance.

### **Special Services, Concerts**

1. Serve as liaison with venue, church teams, and staff for special concert preparations: requesting payment/contract for rental space and musicians (as needed), sound, IT, reception, ushering, decorating, stand lights, venue lighting, performance platform, etc.
2. Consult musicians to plan music for services/concerts well in advance; set rehearsal times; work with concertmaster to prepare rehearsal schedules and call sheets; and oversee rehearsals.
3. Coordinate all concert program & hymns according to concert liturgy.
4. Contract with musicians in keeping with the budget. Request and distribute payment checks for musicians.
5. Enlist volunteers to help with transportation from the train station and provide light refreshments if needed for visiting musicians as necessary.
6. Coordinate with church staff any press releases for special events. Collect all program information for promotional emails/postcards and bulletin (repertoire, musician list, bios).
7. Prepare and print all scores and parts for rehearsal and performance and arrange for rental, loan or purchase of music/scores as needed.
8. Oversee set up & breakdown of concert space & hospitality.

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\* Guest instrumentalists usually play for prelude, offertory, communion and postlude. Vocalists usually perform during offertory and communion. There is flexible depending on group/soloist on a given Sunday.

### **Periodic Responsibilities**

1. Schedule piano tunings and maintenance at all worship and concert venues.
2. Attend the quarterly Ministry Community Meetings (MCMs), and provide updates as required.
3. Attend other leadership meetings as needed.
4. Organize and direct occasional choir.
5. Complete cycle of reporting to CCLI and other copyright holders, and other administrative tasks required.
6. Distribute, collect and send musicians' W9 forms to administrator and keep database updated.
7. Maintain music budget and check budget reports, including arranging for rental, loan or purchase of music/scores.
8. Input data into music software, as required.

### **General Guidelines**

The music director shall work within the following general guidelines:

1. The average work week would be 16 hours per week.
2. Items purchased for ministry use shall (within budget) be purchased by the church.
3. Ministry travel (outside of ordinary commuting & local travel) shall be reimbursed by the church.
4. The senior pastor shall review and evaluate the work of the music director, with the assistance of the Session and other relevant ministry leaders as needed. Formal performance reviews shall be conducted annually.

### **Education & Experience:**

1. The music director should be an accomplished musician, with experience in a broad variety of church music and leadership in music ministry and proficient in music technology.
2. The music director should possess at least a bachelor's degree in music, and additional studies (especially in music and/or ministry) is, while not required, a plus.
3. The music director needs a proven track record of effective ministry and sound character.