Erin Presbyterian Church
Music Director Position Advertisement

Background

Erin Presbyterian Church, 200 Lockett Road, Knoxville, TN is recruiting applicants for a part-time position as Music Director. Erin has been in the Bearden neighborhood for more than 150 years and is a proud member of PCUSA. We have an active and diverse music ministry, including a vocal choir, handbell choir, organist, pianist, guest vocalists, a praise band and a Creative Expressions ministry that includes many activities for children and adults. We think of ourselves as big enough to make a difference, but small enough to know your name. More information on church leadership, beliefs, worship, and active programs is available at https://www.erinpresbyterian.org/

Position

The position is part-time, preferably at 15 hours per week, although other schedules can be negotiated. Salary (based on 15 hours per week) is set at a minimum of $18,500 per year. A detailed Position Description is attached, which includes a list of required and optional responsibilities (to be negotiated) is attached.

Eligibility

The position is open to devout Christians of all denominations, with experience in music ministry and commitment to service to the Lord.

Application Procedure

Applicants should submit the following documents as pdf's to April Cyr, Administrator, at admin@erinpresbyterian.org

- Cover letter, which should include a summary of your faith background, experience in music within a church, and a statement of why you are interested in this position. It should also include your contact information and a list of 3 references.
- Resume listing your musical education (formal or informal), previous experience in church related music ministries, experience in church leadership, and other life skills that may be relevant to this position.

Search Schedule and Additional Information

The search committee will start reviewing applications around December 1st and will continue until a hire is completed. Additional information can be provided by contacting Pastor Joseph W. Taber, IV (pastor@erinpresbyterian.org) or by contacting one the Search Committee Members: Nancy Berry (organist@erinpresbyterian.org), Cynthia House (house@lazarusconsulting.com) or Larry McKay (lmckay@utk.edu).

Position Description – Music Director

PURPOSE OF THE POSITION:
To lead the musical elements of corporate worship on Sundays and at special services; manage the program components of Erin's music ministry, working closely with the pastor, organist, choir, and Worship ministry team; and coordinate with Creative Expressions groups, hand bell ensemble(s), soloists, and instrumentalists who contribute to worship.

REPORTS TO: Minister- Head of Staff

MINIMUM STARTING SALARY: $18,500/year based on 15 hours a week.

TIME COMMITMENT:

This is a part-time position (10 to 15 hours per week, to be negotiated). Given the diverse needs of the position, scheduling of hours is flexible; however, the following should be included:

1. Weekly choir rehearsals (except in summer) and special rehearsals as needed
2. Regular Worship ministry team meetings
3. Monthly staff meetings
4. Sunday mornings and any special services or other events
5. Time required to plan and prepare for worship music

PRIMARY RESPONSIBILITIES:

1. Conduct choir rehearsals to prepare for worship and lead choir in performance on Sundays and for special services.
2. Recruit and train choir members.
3. Select anthems and other choral elements of worship that complement Scriptures and sermons.
4. Participate in Worship ministry team meetings.
5. Maintain an organized music library and select and order new music.
6. Manage music portion of worship budget.
7. Foster spiritual growth and support among choir members by leading the choir in prayer time at each rehearsal.
8. Communicate information on music selections to church office.

SECONDARY OR OCCASIONAL RESPONSIBILITIES: (negotiable based on the needs of the congregation)

9. Integrate Creative Expressions ministry group and soloist performances in worship as appropriate.
10. Coordinate participation of instrumentalists and vocalists in leading worship.
11. Coordinate the Praise Band's participation in worship leadership.
12. Select and supervise music scholarship recipients (when budgeted).
13. Manage and lead (or recruit leadership for) children's and youth choirs and other music programs not under the Creative Expressions ministry, as needed.
14. Plan and schedule anthems and other necessary music during the summer and other times when the choir is not performing.

TRAINING AND PROFESSIONAL DEVELOPMENT: The Music Director is encouraged to keep abreast of trends in church music and worship through attendance at continuing education events and workshops as budget and time allow.

LEAVE: Two weeks paid vacation annually, approved in advance and taken within the year. Paid sick leave annually would be equivalent to normal time worked in two weeks, to include two Sundays. Additional paid sick leave must be approved by session.

OPERATING PROCEDURES: Understand and adhere to Erin Staff Policies and Procedures manual. Consider the impact of individual actions. Communicate concerns and suggestions to the appropriate leadership. Serve as a good representative of Erin church, displaying sensitivity, courtesy, caring, tact, consideration, and discretion.

PARTICIPATION AS A TEAM MEMBER: The Music Director works mainly with the pastor, organist, choir, and Worship ministry team and with other church staff. In these interactions he/she should:

Participate in ongoing development, communication, and implementation of team concepts, programs and policies. Coordinate work with team members. Attend appropriate team meetings. As a member of the team, foster strong cohesiveness regarding its direction, annual plan, budget, policy changes, etc. Accept responsibility to quickly identify any areas of lack of cohesiveness, bringing them to the attention of the team leadership and working with the team in a supportive manner to resolve issues affecting cohesiveness. Actively look for ways, and reinforce the actions needed, to improve the team's performance within the larger organization of Erin church.

PERFORM OTHER DUTIES AS NECESSARY TO FULFILL THE RESPONSIBILITIES AND PURPOSE OF THE POSITION: This position description is intended to guide the activities of the Music Director. It is not intended to limit the thinking and creativity of the person in fulfilling the goals of this position. Nor is it intended that this document describe all tasks that may be required of the person in this position.

COMPETENCIES: The Music Director must be a Christian and should enjoy selecting and leading a variety of music to facilitate congregational worship.

Educational Requirements	**Experience Requirements**
Specialized music training is desired.	Experience in planning, rehearsing, and leading music performance, and motivating members; openness to and familiarity with Christian music of various styles; ability to read musical scores; experience in managing budgets.
Competencies related to this position	

Organizational Skills: Strong level of organization, prioritization, and time management skills.

Communication Skills: Ability to listen and comprehend others in individual and group settings. Ability to clearly articulate ideas and communicate effectively both verbally and in writing. Ability to recognize the appropriate means of communication for a given situation (written, verbal, or electronic).

Computer Skills: Proficiency with e-mail and other basic computer skills is required.

Program Management: Defines objectives and develops plans that are comprehensive, realistic, and effective in meeting goals; develops contingency plans; monitors progress and keeps others informed; follows up and requests advice and assistance as necessary to ensure objectives are met.

Confidentiality: Ability to generate trust and maintain confidentiality.

Analytical Skills: Gathers relevant information systematically; considers a broad range of issues or factors; grasps complexities and perceives relationships among problems or issues; seeks input from others; uses accurate logic in analysis.

Leadership Competencies

Develop People: Listens carefully when a team member has a question. Is friendly and approachable. Has confidence and trust in other team members. Cares about team members as people. Recognizes and praise others' good work. Offers constructive feedback to help team members do a better job. Encourages team members to use their own judgment. Encourages team members to grow and learn.

Build Teams: Emphasizes the team and team goals. Shares information with team members. Solves problems as a team. Encourages team members to resolve conflict when and where it occurs. Encourages friendliness among team members. Recognizes and praises team members for team accomplishments.

Guide Work: Encourages team members. Welcomes ideas and suggestions from others. Coordinates work with other team members. Offers team members suggestions for solving problems. Challenges others to think and be creative. Understands and uses consistent processes. Offers quick and constructive help when someone needs it.

Promote Goals: Maintains high standards. Works hard to achieve the team's goals. Demonstrates a commitment to the vision and mission of the church and works hard to achieve its goals.

Behavioral Competencies

Integrity: Takes responsibility for one's own actions and holds others accountable for theirs. Demonstrates honesty. Admits mistakes. Is kind and sincere and says thank you. Lets people know they are valued. Maintains a high degree of professional judgment. Generates trust and maintains confidentiality.

Excellence: Has the discipline to bridge the gap between goals and results. Takes responsibility for own personal development. Seeks out and uses feedback to make changes. Creates an atmosphere for people to provide feedback. Is open to guidance from others. Sees mistakes, in self and others, as learning and growth opportunities. Helps others succeed and celebrates with them in that success. Recognizes others' talents and hard work and celebrates team and individual successes.

Loyalty: Demonstrates a sense of urgency. Makes tough decisions thoughtfully and quickly. Assumes responsibility. Has confidence in self and others. Focuses on understanding and serving the needs of the church. Is enthusiastic, committed, and determined.

Leadership and Collaboration: Understands and embraces the church's vision and values. Understands how to accomplish goals. Respects and values everyone's contribution. Is respectful when interacting with others. Knows when to ask for help and does so. Is open to hearing facts from anyone. Focuses on solving problems, not assigning blame. Considers the impact decisions will make on other teams, Erin church, and ultimately the worldwide church. Looks for the best in other's actions and is supportive of their decisions. Understands that his or her job is one part of a larger system. Is more interested in "outcome" rather than "who is right". Lets leaders lead, and displays loyalty to them. Supports decisions when made. Manages change well. Communicates widely and effectively. Welcomes new ideas. Embraces diversity.

Creativity: Is imaginative in developing programs and solutions and doesn't rely only on "the way we've always done it." Takes risks to make things better. Shows courage. Champions new ideas and initiatives. Considers existing programs and systems and works to improve them. Adapts to changing demands. Considers and evaluates new ideas and perspectives. Believes there is a solution for every problem and works to discover it. Is personally and professionally flexible.

Music Director _____Date _____

Personnel Committee _____Date _____

Supervisor_____Date_____

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. It is not an exhaustive list of all duties and responsibilities associated with the position. Erin Presbyterian Church reserves the right to amend and change responsibilities to meet church needs.