

Position: Director of Music	Leave: Four weeks (coordinated with pastor)
Department: Music	Dress: Appropriate
Accountable to: Pastor and Music Committee	Job Classification: Part time (approximately 20 hrs per week)
	Prepared: August 27, 2008

Qualifications:

1. Should possess a thorough knowledge of music theory and practice and be able to demonstrate and communicate them to the choir, including anthem analysis, rhythm, diction, appropriate musical style, proper vocal production, etc.
2. Should possess a conducting technique that the average volunteer choir will find discernable and easy to follow.

Major Duties/Responsibilities:

1. Provide leadership for and/or coordination of all aspects of the church's music ministry.
2. Provide music leadership for congregational services of worship, including Wednesday evening programs.
3. Plan and consult with the Pastor to assure that selected music is supportive of the overall worship service.
4. Attend staff and committee meetings, in accordance with Mount Carmel's rules and bylaws, as well as other meetings that involve or affect the music ministry.
5. Prepare and administer the music ministry's annual budget.
6. Ensure maintenance and timely repair of church-owned musical instruments.

Planning and Coordinating:

1. Plan and conduct weekly rehearsals of the Sanctuary Choir, as well as other rehearsals as necessary.
2. Provide consultation and guidance to the Music Committee in the securing of directors and accompanists for other musical groups
3. Provide guidance to Organist and Pianist concerning appropriate choice of music for worship services.
4. Coordinate sound equipment with the Media Committee.
5. Provide mentoring guidance to directors of other musical groups, i.e., youth, elementary school, preschool.
6. Organize and maintain the music library to maximize its usefulness.
7. Secure substitutes for Organist and Pianist as necessary.

Other:

1. Serve as a resource to church families who request guidance in selecting appropriate music for weddings, memorial services, or funerals.
2. Comply with current church policies and procedures concerning events outside normal church programming, e.g., fees, service charges, and use of in-place church-owned musical instruments, sound equipment, etc.
3. Cooperate, as appropriate, in supporting church sponsored events and functions that may be outside the usual church services and activities.

Performance Review:

1. Participate in an annual Performance Review, to be conducted by the Pastor and the Music Committee. The results will be submitted to the Personnel Committee for assessment and recommendations in September of each year.
2. Prepare, as part of the Performance Review, a summary of progress made toward goals during the year covered by the review and also an outline of goals for the succeeding year.