

ORGANIST AND DIRECTOR OF TRADITIONAL MUSIC

2021

Purpose

To provide a music program that includes but is not limited to: playing the organ and directing the choral music for the Traditional worship services and Hand Bell Choir; directing the children and youth music program; providing support for the Men's Chorus, as well as directing or supporting any other music ensembles or endeavors for the church.

Accountability

Accountable to the Pastor as Head of Staff and the Session through the Personnel Committee.

Relationships

In contact with total membership, primarily with the Chancel Choir, Hand Bell Choir, children and youth and their parents, Men's Chorus, members with musical interests and talents, the pastors, the Director of Contemporary Music, the Christian educator, and the Worship and CYM Committees.

Qualifications

Advanced degree preferred. Ensemble/choral leadership with adults, children and youth; organ, keyboard, and accompaniment skills; as well as organizational skills. The person's theology and practice of Christian faith must be consistent with our Presbyterian/Reformed theology.

Responsibilities

1. Attend the Worship Committee meetings (ex officio), consulting and assisting in the development of a traditional music program that serves the needs of the Church, with the Head of Staff and church committees.
2. Work collaboratively with the pastors to plan and select organ and choral music appropriate in theme, content, length and style for the Traditional worship service.
3. Play the organ and piano at the Traditional worship service, including all service music as well as leading the congregation in hymns and responses.
4. Direct, organize, coordinate, recruit, rehearse, and accompany the Chancel Choir, typically from mid-August through Father's Day, The music selected should reflect the theme of the sermon and worship service. Provide bulletin material to the Church Administrator no later than Tuesday of each week.
5. Provide soloists, duets and other special music as needed, especially during the Christmas and Easter seasons and during the time when the Chancel Choir takes its summer break.
6. Work collaboratively with the Director of Contemporary Music. Serves as a substitute or guest musician as requested.

7. Plan, lead, and grow a comprehensive music ministry for the children and youth, as follows:
 - a. Rehearse and direct children's choirs to sing in worship during the school year (September through May) for children ages K through 5th grade.
 - b. Provide appropriate musical experiences for children during the summer, including leading the music for Vacation Bible School.
 - c. Work with the CYMC to foster musical experiences for children during the Sunday school hour.
 - d. Rehearse and direct the music activities of the church's Middle School and Senior High age group as they pertain to worship. (Rehearse and direct at least three musical performances during worship by youth during the school year.) (September through May)
 - e. Keep the Christian Educator for Children and Youth, the pastors, and the CYMC updated as to the status of the choirs, children's and youth musical activities, and the schedule for participation in worship through regular reports in writing or in person. Attend CYMC meetings (ex officio) in order to facilitate good communication.
 - f. Work collaboratively with the Christian Educator for Children and Youth on musical needs for special programs and events involving GPPC children or youth.
 - g. Communicate weekly throughout the school year (September through May) with the parents of children and youth regarding music plans, rehearsals, needs, and upcoming events.
8. Organize, coordinate, recruit, and rehearse the Adult Hand Bell Choir. Direct regular rehearsals and direct the Hand Bell Choir in worship. Schedule the Hand Bell choir's participation in worship at least four times a year, in consultation with the Pastors.
9. Rehearse and direct the Men's Chorus in worship activities at Guilford Park. Support and develop lay leadership to facilitate their performances and music ministry outside Guilford Park. Schedule rehearsals as needed.
10. Plan and play music (or arrange for a suitable substitute as approved by Head of Staff) for special worship services throughout the year, including but not limited to Hanging of the Greens, Christmas Eve services including the children's pageant, Maundy Thursday, Good Friday, and Ash Wednesday.
11. Provide ongoing administrative leadership for the music program, including but not limited to serving as music librarian and copyright manager, supervising the care of instruments, robes, music and rehearsal space, and any other responsibilities normally associated with the Director of a church music program.
12. Participate in the life and ministries of the church.
13. Fulfill requests from the Guilford Park Presbyterian Church pastors to prepare and play organ/piano music at weddings, memorials, and funerals, assisting, as needed, the wedding couple in the selection of appropriate music. An additional fee for these musical services, approved by the Worship Committee and Pastor, will be paid by the wedding party or family of the deceased.
14. Attend staff meetings.

15. Comply with Guilford Park Presbyterian Church's Policy on Ethics and Conduct as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.
16. Hire, communicate, and pay section leaders.
17. Involve musicians in worship in other ways; preludes, accompaniments, etc.
18. Arrange and coordinate performers for special events.
19. Hire professional musicians for Holiday and special performances.