

The First Presbyterian Church of Verona
10 Fairview Avenue.
Verona, New Jersey 07044
Music Director (Part-Time)
Position Description & Contract:

Position Summary for In-Person Music Director (no remote option available):

The Music Director for the First Presbyterian Church of Verona (FPCV) will serve as an energetic and detail-oriented administrator and musician who will drive church services through planning, production, and execution of live musical performances for both regular and ad hoc services. The Music Director will partner with the Music and Worship Committee and should be an excellent collaborator with exceptional communication skills and be able to communicate his or her vision clearly.

A successful music director understands the skills, strengths, and weaknesses of the musicians of all ages in your charge and collaborate with them to create an enjoyable learning and performance environment. Outstanding candidates demonstrate strong creative intelligence, are able to work within a budget, within a team environment, and build professional relationships with group members while giving and receiving performance feedback on a regular basis.

Major Duties and Responsibilities:

In successfully performing the duties listed below, the Music Director's primary duties directly relate to the FPCV's general operations, specifically as it relates to the planning, production, and execution of live musical performances during services and related educational and spiritual programs, and in conveying and carrying out the FPCV's religious mission. In performing these duties, the Music Director is expected to exercise discretion and independent judgment with respect to matters of significance.

Directing Duties:

- Lead and manage the music ministry of The First Presbyterian Church of Verona in a manner consistent with our mission, values, and theology, providing music for regular and special worship services. Coordinate with the Pastor to ensure that the music is appropriate for the theme of the service and season.
- Year-round coordination and supervision of the music program including recruiting and directing adult and children's choirs. Conduct weekly choir rehearsals, except during July and August. Rehearse choirs prior to Sunday worship services. Rehearse any other musical groups as needed.

Performance Duties:

- Provide premier organ, piano, and vocal performances for all weekly Sunday services.
- Provide music for special services such as, but not limited to: Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve – traditionally two services: 4:30 and 8:00pm. A

special Lenten program is usually scheduled a few weeks before Easter as well as, one for Advent a few weeks before Christmas. Ideally, develop community concerts throughout the year as an outreach to the community*. Schedule additional soloists or groups during the summer months.

- Prepare choirs for participation in Inter Faith Services and participation in the program if scheduled. Provide music for Inter Faith Services when held at FPCV. Currently there is one service per year (Sunday before Thanksgiving) which is held once every three years at FPCV. Participate in a short worship service when the Presbytery of Northeast New Jersey meets at the Church, approximately once every 1-3 years. Additional compensation is provided by Presbytery.

Administrative Duties:

- Be an integral part of the ministry team by communicating and coordinating with the Pastor on all musical aspects of FPCV.
- Regularly evaluate the musical life of FPCV to create meaningful, creative, and faithful worship in cooperation with the Pastor and the Worship and Music Committee.
- Music Director shall secure an approved pool of 3-4 substitute musicians for Sundays and holiday/special services when unavailable. At least two (2) weeks' notice is necessary for absences. Prepare music for such times. Substitutes, guests, etc. must be reviewed by the Church Pastor, the Worship and Music Committee. All actions to be approved by session.
- Organize and maintain music library inventory and music office.
- Order appropriate music when needed within the budget of FPCV.
- Maintain licenses for use of printed music.
- Attend scheduled staff meetings. Meet with the Pastor on a regular basis and attend Worship and Music Committee meetings and any other meetings as necessary.
- Maintain a written record for maintenance of all instruments. Schedule repairs and tuning as necessary. Organ and pianos: schedule organ and piano tuning as needed (seasonal). Maintain a list of specific instrument issues to guide the tuner when he/she is engaged.
- Responsible for brief updates to the Church Newsletter and a year-end report for "The ACTS" printed in February.
- Administrative expenditures must be kept within the FPCV budget. Additional expenditures must have Session approval before purchasing.

Accountability

- The Music Director is accountable to the Pastor, Music and Worship Committee, and Human Resources Committee.
- The Pastor and the Worship and Music Committee will evaluate the Music Director annually with an initial review of this position description within six (6) months of employment.
- The Worship and Music Committee will recommend any changes to the Human Resources Committee if there is a question regarding the Terms of Employment.

Requirements

- Expertise in piano and proficiency in organ performance.
- Experience in directing choral groups and instrumentalists.
- Bachelor's Degree in Sacred Music and Organ preferred.
- In lieu of degree(s), demonstrate competence and adequate proficiency in organ, piano, choral music, and conducting.
- Prior experience in a religious environment considered a plus.

Additional Duties and Responsibilities:

Weddings and Funerals:

- The Music Director has the first option to lead and provide music for weddings and funerals held at FPCV following the fee schedule held by the church. Music Director will find a substitute if he/she is not available. The services of other organists may be used only under the supervision of the Music Director (The FPCV Wedding/Funeral Policy will be provided).

Hours:

- This is a salaried part-time position (approximately 20 flexible hours a week with fewer hours during the summer months and more during the holy seasons.)
- A minimum of 10 working hours must be spent on the Church Campus.
- This salary is intended to compensate the Music Director for all hours worked regardless of how many hours actually worked.
- In the unlikely event that the Music Director believes it to be necessary to work 40 or more hours during any given workweek in order to successfully perform their job duties, the Music Director must first seek and receive permission from the HR Committee in writing before doing so.

Vacation:

- Vacations and Sundays off must be approved by head-of-staff and overseen by Music and Worship with 2 weeks advance notice and may not be during the Holy Seasons (Advent, Lent, Holy Week, Easter).

**Community Concert*

Any person who leads the Plansoen Community Concert series will be paid through the Plansoen Grant and any hours, materials or expenses incurred are paid in addition to his or her salary and funded by the Plansoen Grant.

Final expenses for the concerts will be approved by the Session prior to each concert.

