

**Employee Name:**

**Social Security Number:**

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GRACE  
Presbyterian  
Church

**Music Director**

**Position:** Music Director

**Reports to:**

**Supervises** (number of employees supervised):

**Job Summary:**

This is a part-time, salaried position with a primary focus on the musical direction of the Grace Presbyterian Church choir and the overall coordination of the music department of Grace Presbyterian Church. Social Security taxes will be deducted. Four days of paid vacation are provided which may be any combination of rehearsal days and Sundays for a total of four absences with prior approval from the Head of Staff. No sick leave or other vacation is earned.

**Regular Hours:**

- Sunday: 9:00am – 12:00pm
- Rehearsal: Up to 4 hours per week
- Planning/Other Time: Up to 8 hours per week

**Essential Job Duties and Responsibilities:**

- Organizing and maintaining music room and library
- Updating Music Dropbox schedule with music information
- Ordering music as needed and allowed by budget
- Practicing with choir, wind ensemble, and/or handbells each week (or as needed)
- Directing choir, wind ensemble, and/or handbells (as needed) on Sunday morning and for any special services (such as, but not limited to, funerals, Ash Wednesday, Maundy Thursday, and Christmas Eve)
- Typing words of anthems and hymns for projection on screen (as needed)
- Providing titles of music (Hymns and Anthem) and who is performing anthem to secretary for bulletin weekly
- Coordinating music and schedule for piano, organ, handbells, wind ensemble, and vocalists with Pastor, Pianist, Wind Ensemble members, and Handbell Director
- Play piano (or other instruments) as needed
- Assist in scheduling for outside groups playing concerts at Grace
- Attending Ministry of Worship meetings

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**Essential Knowledge, Skills, and Abilities (KSAs):**

- Proficiency in reading music.
- Proficient in at least intermediate piano skills.

**Education and Experience:**

Review: This job description will be reviewed annually during your annual performance review. Your inputs will be considered, and you are encouraged to submit any changes that would make this document more accurate. Updated job descriptions will be acknowledged by employee and supervisor.

**AT-WILL EMPLOYER STATEMENT & ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION**

Grace Presbyterian Church is an “At-Will” employer. This means that either the employee or the Company is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. While positive performance evaluations, commendations, pay raises and longevity of employment are desired objectives, they do not change or alter the At-Will employment relationship.

I \_\_\_\_\_, do hereby acknowledge receipt of this job description for the position described above. I have read, understand and am able to perform the duties, responsibilities, and essential job functions of the position with or without reasonable accommodation.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_