

Music Director

Job Description

Covenant Presbyterian Church of San Francisco

General Job Description: Under broad guidance of the Worship Ministry Team and supervision of the Pastor, the Music Director is responsible for the music ministry of the church.

Primary Purpose: To enhance the worship experience of the congregation through the use of personal musicianship and the gifts/talents of members of the church.

Duties:

- Direct and rehearse choirs (we have one adult choir at the present time);
- Timely selection of anthem and special music that provides for advanced preparation and rehearsal;
- In consultation with the Pastor, provide music to all congregational worship services;
- Recruit & develop new choir members;
- Arrange for substitute Choir/Music Directors, as needed;
- Play at special services, such as weddings, funerals, etc. (which have been infrequent), for a fee in addition to salary that will be negotiated with the individuals requesting the music;
- Participate in preparation of the music budget;
- In consultation with Pastor, instruct and direct the congregation in hymns and liturgy;
- Coordinate the participation of visiting/guest musicians in worship;
- Assist choir members in organizing and updating the music library; and,
- Accept and perform other responsibilities, as requested by the Pastor or the Session.

Requirements:

- Demonstrated ability to play piano;
- Demonstrated ability to lead/direct choirs and congregation;
- Possession of good organizational and communication skills;
- Understanding of Presbyterian/Reformed worship;
- Demonstrated ability to work in a ministry setting as a team player; and,
- Punctual attendance at rehearsals and services, as well as prompt responses for musical input to the Worship Team.

Hours of work:

- 48 weekly Sunday services per year, including:
- Weekly Sunday worship from 1/2 hour before the service to 1/2 hour after the service;
- Weekly choir rehearsals, to be scheduled by Music/Choir Director, which may be scheduled before Sunday's worship service; and,
- Additional hours as needed for weekly preparation and special services.

Salary and vacation:

- \$16,000 per year, with possible merit and cost of living increases each year;
- 4 weeks of vacation, including 4 Sundays;
- These are subject to negotiation within the most recent guidelines established by Session.

Professional Development:

- Time for study leave with pay (e.g. music conferences) may be granted; and,
- Detailed written application should be made to the Personnel Ministry Team.

General Terms of Employment:

- The Music/Choir Director will be hired by the Session of Covenant Presbyterian Church, upon the recommendation of the Personnel Ministry Team;
- The statement that employees are "employees at will" means that at any time employment can be terminated by either the employer or the employee without any reason at all; and,
- There is no unemployment insurance for employees, since churches are not required to provide it.

Mileage and other work-related costs:

- Pre-approved work-related mileage shall be reimbursed at the rate designated by Presbytery guidelines;
- Requests shall be submitted in writing before expenses have been incurred; and
- Reimbursement with necessary documentation for approved expenditures must be submitted within a month of the cost.

Grievances:

- Concerns of any nature should first be brought to the supervisor's attention;
- If either party is unsatisfied with the resolution, the issue should be submitted to the Chair of the Personnel Ministry Team; and,
- If the issue remains unresolved, it will be arbitrated by the Session.

Termination:

- Although "employment at will" does not require formalized termination procedure, courtesy suggests that a minimum of ten (10) working days written notice may be given by either party wishing to terminate the employment relationship.

Sick leave:

- One hour of sick leave is earned for every 30 hours worked;
- Unused sick leave will be carried forward from year to year, with a maximum accumulation of 40 hours; and,
- Unused sick leave will not be compensated at the end of employment.

Evaluation:

- Ninety days after being hired there will be an evaluation by the pastor and the personnel committee; and,
- Annual evaluations will be carried out thereafter.

Leaves of absence:

- Leaves without pay may be granted at the pastor's discretion if adequate prior notice is given.

Inquiries and application should be made to:

Chair, Personnel Ministry Team
Covenant Presbyterian Church
321 Taraval Street
San Francisco, CA 94116
covenantpcs@gmail.com
(415) 664-5335