

St. Andrew Presbyterian Church
300 W. Oak St.
Denton, TX 76201

POSITION DESCRIPTION: Director of Music

CLASSIFICATION: Part-time

HOURS: 20 Hours per week (Sundays and Wednesday evenings required and some Christian holidays)

REPORTS TO: Pastor (Head of Staff)

BENEFITS: No

Job Summary:

The Director of Music maintains and develops St. Andrew Presbyterian Church's strong program of vocal and instrumental music to enhance worship and fellowship. Song is a response to God which engages the whole self in prayer. Music in the church unites believers in common prayer wherever they gather.

Essential Functions:

Collaborate with organist and pastoral staff in shaping and planning music from week to week and season to season, to lead God's people in worship following the reformed tradition of worship. These duties would extend to special services including weddings and funerals. Provide service music information to the church staff for inclusion in the weekly worship bulletin in a timely fashion.

Oversee choral ministries by selecting, obtaining, scheduling, rehearsing, and directing music for chancel choir and soloists. Supervise all music personnel: organist, pianist, children's choir and handbell choir directors. Hire and supervise section leaders for the choir, and musicians for special services. Maintain music library.

Coordinate guest instrumental and vocal musicians, including scheduling, rehearsing, and incorporating into worship life throughout the year, and particularly at Christmas and Easter.

Create a supportive atmosphere that welcomes amateurs and professionals and strives to develop their musical gifts. Serve as liaison between ministry staff, music staff, and volunteer participants. Provide pastoral care for music ministry participants as appropriate.

Other Responsibilities:

Participate with church leadership to plan and dream about the future of the music ministry and its place in the vision of the church.

Attend and participate in weekly staff meetings and the monthly Worship & Music Committee meeting.

Prepare and manage annual budget for music ministry. Oversee the maintenance of church-owned instruments: pianos, organ, handbells, etc. Research and purchase instruments, music, and supplies as needed for the music ministry program.

Work collaboratively with the entire St. Andrew ministry team and provides support as needed to other ministries.

Minimum Qualifications:

A sincere desire to lead God's people in worship.

Bachelor's degree in music with a preference for graduate degree or training in choral conducting.

Prior professional experience in leading a music ministry, or significant experience as a choral director.

- Applicants are expected to have significant experience in and knowledge of church music.
- Prior experience with and knowledge of diverse musical styles is a plus.
- Should have experience supervising staff and volunteers.
- Experience preparing program budgets.

Core Competencies:

Willingness and ability to:

- recruit music volunteers of all ages, and ability levels.
- work effectively with ministers, church staff, church committees, and the congregation.

Excellent organizational and communication skills.

Experience with managing video/audio technology a plus.

To apply, provide the following:

1. Letter of application
2. Updated CV
3. Three references who can speak directly to the qualifications and ability to fulfill the duties related to leading a music ministry
4. Recent video recording conducting a choir, if available

Send all materials to musicdirectorsearch@standrewdenton.com.

For more information about St. Andrew Presbyterian and Denton, Texas:

<https://www.standrewdenton.com/about-st-andrew-presbyterian-church/>

<https://www.discoverdenton.com/about-denton/>

