**Part-time Music Director**

**First Presbyterian Church**

**Lewistown, Montana**

**Job Description:**

**Mission of the Position**: The Music Director is responsible for directing and developing an adult praise and worship choir to perform songs from a wide variety of musical styles, both traditional and contemporary.

**Supervision:** The Music Director is under the direct supervision of the Pastor.

**Qualifications:**

1. A committed Christian who is deepening their personal relationship with Jesus Christ and modeling this to others;
2. A Bachelor’s Degree in Music, or experience leading adult choirs;
3. Knowledge of a wide variety of musical styles and the ability to teach these varying styles to the choir;
4. Must be able to sing and teach parts effectively;
5. Possess good organizational skills;
6. Possess a positive attitude;
7. Comprehensive computer skills;
8. Possess effective communication skills;
9. A visionary and a builder;
10. Must be able to provide relevant references and or samples of your musical style.

**Duties and Responsibilities:**

1. Direct and lead the choir during weekly Sunday worship services and lead weekly scheduled rehearsals;
2. Recruit and develop new choir members;
3. Maintain music library including Chancel choir and Cantata music;
	1. Select, purchase and catalog music (file numbers, index cards, collection list)
	2. Review, discarding where appropriate
	3. Maintain Praise music notebook
	4. Collect and file music after use
4. Confer with pastor in planning worship music;
5. Oversee choir rehearsals, direct/sing with chancel choir/praise team;
6. Obtain lyrics for projection from CCLI database;
	1. Review CCLI license annually, obtain Session approval for any needed changes.
	2. Collect and submit data of music usage when requested by CCLI, every two years.
7. Submit lyrics and order of songs to church secretary before Wednesday of each week;
8. Apprise choir and praise members of weekly selections;
9. Organize music from other groups/individuals from inside and outside the congregation as recommended by the Pastor and/or Worship committee;
10. Submit payment request for Honorarium for organist;
11. Work with the Christmas Cantata committee;
12. Attend monthly Worship Committee Meetings.