



Presbyterian Parish  
68 Ashland Street  
Rochester, New York 14620  
585.325.4950  
www.calvarystandrews.org

**Calvary St. Andrews Director of Music**  
Application deadline is December 1, 2007

**Job Description**  
**11/5/07**

### **Qualifications: Skills and attributes**

- Minimum of B.S. in Music from an accredited educational institution. Required experience as a choral director with preferred experience in organ, piano and vocal.
- Demonstrated ability to play hymns on the organ and piano and perform a variety of music, both traditional and contemporary.
- Must be patient, flexible, possess a sense of humor, be well-organized, able to work in the collaborative style, view music as part of the worship service not as a performance, have the ability to lead the choir with sensitivity to their ability but with high expectations within their capability, creative and willing to educate and be educated.
- Open to inclusive language and a theologically progressive church
- The Director of Music is under the Supervision of the Pastor and is accountable to the Session.

### **Responsibilities and duties:**

1. Provide leadership and planning for the music program
  - a. Participate in Liturgy Planning meetings with the pastor 2-3 times per month
  - b. Prepare and perform music for the Sunday service including prelude, offertory and postlude.
  - c. Accompany congregation on hymns and responses during the service
  - d. Play or conduct music during communion
  - e. Prepare and conduct the choir for weekly participation in worship. The choir session is from September through June. Rehearsals are held Thursday evening from 6:30-8:00 p.m. and Sunday morning from 9:00-9:45. Additional rehearsals may be scheduled as needed with the collaboration of the choir.
  - f. Educate the choir in reading music.
  - g. Rehearses with and accompanies other choirs (ie. Children) and musicians as needed/requested.
  - h. Arrange for special music for services when the choir is not present, especially during the summer months.
  - i. Practice to insure competency during worship including expansion of repertoire of varied kinds of music for enrichment of the Worship

- j. Maintain and augment the choral library
- k. Furnish to the church office by Monday at 9a.m. the titles of the music for and appropriate information for the weekly Sunday bulletin
- l. Select and purchase all music within budgetary parameters.
  
- m. Provide organ, piano and/or choral music, as needed, for special services including All Saints Day, Advent, Christmas Eve, Lent, Ash Wednesday, Maundy Thursday, Good Friday etc.
- n. Arrange for piano and organ tuning, as needed.

## **2. Communication**

- a. Consult with the Pastor on a consistent, ongoing basis regarding worship service themes, hymn, songs and anthem selection, upcoming special events and music requirements
- b. Collaborate with the Pastor and choir to lead the parish in appropriate forms of music from varied traditions that express the diversity of the congregation
- c. Exhibit a style which cares for people
- d. Assist choir members in the recruitment of new members
- e. Identify, encourage and utilize musical talent in the congregation
- f. Arrange for substitutes for the Director of Music vacation Sundays

## **3. Other**

- a. Prepare and direct the choir in two special presentations annually, usually during Advent and Lenten seasons
- b. Take a leadership role in exploring a variety of musical styles
- c. Play for weddings, funerals and memorial services for church members and friends. Fees for these services are in addition to the regular salary.

### **Compensation and Benefits:**

Salary (part-time 12-15 hours a week) \$12,000

Social security and Medicare deductions

Worker's Compensation

NYS Disability

Non-occupational disability

Two weeks paid vacation per year including two Sundays as defined in the Personnel policy

### **Evaluation:**

Performance evaluation will be conducted at least annually by the Personnel Committee with input from the pastor and others as appropriate.

Send Resume To:

Shirley Bowen

Chair of Personnel

68 Ashland St , Rochester, NY 14620

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