

Camp Hill Presbyterian Church
101 North 23rd Street, Camp Hill, PA
www.camphillpres.org

POSITION TITLE: Director of Music

The MISSION of Camp Hill Presbyterian Church (“CHPC”) is: Devoted to Christ -- Committed to Service. Devoted followers of Jesus Christ committed to service in His name through worship, study, prayer, and praise; through mission to the world near and far; and through ministries of care and comfort to all.

JOB DESCRIPTION: The Director of Music, maintaining a high degree of musicianship and performance skills, will be responsible for the planning, administration and scheduling of the church's music program in cooperation with the pastor and in furtherance of the strategic goals established by Session. This person will be responsible for the identification, recruitment, formation, and nurturing of all choirs, musical groups and arts and drama performances within the Church. The Director will be responsible for the musical assets of CHPC, including the 2008 Schantz organ, various pianos, handbells and an extensive music library.

ACCOUNTABILITY: This position is accountable to the Senior Pastor and the Session.

QUALIFICATIONS:

Education/Certification:

- Bachelor’s Degree in Music with an emphasis in Organ or Sacred Music
- Experience working in a church setting
- Must be able to successfully obtain all required Child Abuse Background checks

Special Knowledge/Skills:

- Possess a strong commitment to Christ
- Skills in leading worship through organ and piano playing for choral and congregational singing, and with instrumentalists
- Skills in instrumental and choral conducting, in voice development and in worship planning in coordination with the pastor
- Knowledge of choral repertoire and familiarity with a variety of choral rehearsal techniques
- Openness to a wide variety of musical styles and instrumentation in worship
- Excellent organizational and communication skills
- Clear concept of being an integral part of the ministerial team
- Ability to play and conduct simultaneously
- Demonstrates current knowledge and skills with a variety of technology
- Possess the ability to work with a broad diversity of persons and age groups

SCOPE OF THE WORK

Worship and Worship Planning

- In cooperation with the pastor, plan and implement the music for worship services as well as special services and music events, e.g., Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, weddings, funerals
- Organize music during summer months when choirs are not in session, proactively seeking to utilize the gifts and talents of CHPC members as well as guest artists
- Practice sufficiently to maintain a high level of musicianship

Staff Relations

- Regularly attend weekly staff meetings
- Participate in the collective planning by staff throughout the church year
- Work cooperatively with other staff at CHPC
- Provide all information related to music for worship services and other events to the Office Manager in a complete and timely manner
- Provide weekly office hours to the Office Manager, promptly informing the Head of Staff and Office Manager if a sick or vacation day will be used

Support of Session Goals and Strategic Direction of CHPC

- Regularly attend meetings of the Worship and Fine Arts Ministry and Session
- Collaborate with Pastor, Associate Pastor and Worship & Fine Arts Ministry, and lead the congregation in envisioning and creating alternative worship experiences and provide for musical support
- Collaborate with the Nurture Ministry to maximize participation by children, youth and young adults in the musical life of the church throughout the year and assist with Vacation Bible School
- Maintain a working knowledge of the musical gifts of youth, young adults, and adults of the church and incorporate them into worship throughout the church year
- Work with the preschool director to share our various musical instruments with the preschool classes
- Develop and work within an annually approved music budget
- Plan musical programming to engage the wider community

Musical Coordination and Leadership

- Recruit and train choristers and handbell ringers
- Plan, rehearse, direct the choir, handbell ringers and others and provide music for worship services and other events
- Provide leadership for the Music, Art & Drama Series and Noonday Organ Recital Program, maximizing their visibility in the Capital Region and ensuring that the concerts appeal to a wide range of ages and musical, art and drama tastes
- Work cooperatively with other musicians and musical groups at CHPC (i.e. Brass Choir)
- Recruit, direct, and rehearse soloists and instrumentalists

Maintenance of Music and Ancillary Items

- Maintain the music library and robes
- Maintain a regular tuning schedule with reputable tuners for organ and pianos
- Order all music and music supplies for the Music Ministry

Outreach Activities

- Network with colleagues in the music community through such organizations as the American Guild of Organists, ecumenical events, etc.

WORKWEEK/BENEFITS: This is a salaried position based on an average thirty (30) hour work week. Compensation is commensurate with experience. Additionally, one-week vacation during the first year of employment and two weeks during the second year of employment. One additional day of vacation shall be added for each subsequent year of employment up to a maximum of four weeks total vacation plus 12 paid holidays will be offered. Participation in a medical expense reimbursement plan and 403(b) retirement savings plan as offered by CHPC.

Nothing in this job description restricts Session's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of CHPC at-will employment, duties and responsibilities are subject to the CHPC Personnel Guidelines.