

Zion Reformed United Church of Christ
Job Description

Director of Music

Position Overview and Requirements:

Director of Music (Director) will lead the music ministries of Zion Reformed United Church of Christ (Zion) in an atmosphere of celebration and reverence to God through music for all worship services to include choir, instrumental, vocal, and other phases/expressions of musical experience. Director is responsible for overseeing, planning, and leading the church congregation in music and worship by directing the choir during rehearsals and overseeing the presentation of all worship music.

Contract Guidelines:

- The position of Director is an annual contract position, to be renewed automatically on January 1.
- Terms of the Contract may be amended by the Zion Consistory or Zion Personnel Committee at any time. Any change or amendment to the Contract shall be in writing and signed by all parties.
- Either party may terminate the Contract, with or without cause, with a minimum of 30 day's written notice.
- The Pastor is the Director's supervisor.
- The Pastor will provide Director with feedback throughout the performance review period and an annual performance evaluation.

Essential Functions:

- Design worship services that are emotional, inspirational, playful, and responsive in collaboration with the Pastor and the Zion Worship Committee. Amend lyrics to be contemporary, expansive, and inclusive.
- Provide varied and balanced programs of vocal and instrumental music to include sacred and popular genres. May be requested to provide input regarding hymns for worship selected by the Pastor.
- Supervise Accompanist.
- Coordinate music for worship at weekly and special services (e.g., Christmas Pageant, Ash Wednesday, Vacation Bible School, Zion's annual dinner theatre) with the Pastor and Accompanist. The Director and/or Accompanist will get first request for Weddings and Memorial Services. If they cannot, they will be asked to find a substitute.
- Attend and participate during weekly staff meetings.
- Develop, recruit, and direct Zion Adult Choir. Direct or facilitate Zion Youth Choir. Collaborate with choirs and other entities invited to create worship experience.
- Rehearse Zion Choirs at least one weekday and on Sundays before worship. In consultation with Accompanist, provide training materials for choir members.

- Create opportunities for Zion congregation to participate in the life of the church musically (e.g., instrumental groups).
- Organize fundraising concerts for Zion's mission programs and to support Hagerstown Area Religious Coalition (HARC) activities (e.g., Christmas Caroling, HARC Good Friday Service).
- Administer with Chair of the Zion Worship Committee organizational details related to music:
 - Communicating programs.
 - Budgeting for the current and next year.
 - Hiring guest and substitute musicians.
 - Purchasing music.
 - Organizing the Zion Music Library.
 - Authorizing the use and maintenance of Zion's musical instruments.
- Prioritize Zion's goals and vision.
- Communicate with the Pastor, Accompanist, Staff, Zion Worship Committee, congregation, guests, and volunteers.

Compensation Guidelines:

- Standard work week is 10 - 15 hours.
- Salary will be in accordance with the Zion budget, to be reviewed annually.
- Business expenses (per IRS regulation) will be reimbursed upon approval of the Pastor and submission of documentation.
- Business mileage will be reimbursed upon approval of the Pastor and submission of documentation. Mileage will be reimbursed at the federal government rate and guided by the IRS rules for mileage reimbursement.
- Director will be provided with the Zion Sanctuary for performing, sharing, and/or teaching musical gifts with the congregation and community.

Leave Benefits:

- Leave benefits (i.e., annual, sick, study, vacation, leave without pay, and other paid leave) follow the Zion Leave Policy (Leave Policy).

If approved to take leave on Sundays in excess of what is provided for in the Leave Policy, Director may be requested to pay for a substitute Director of Music for worship and rehearsals.

Personnel Policies:

Director shall abide by all provisions of Zion's Personnel Policies and Procedures including the successful completion of a criminal background check, attending a Safe Church Training, and signing the Zion Policy for Prevention of Sexual Misconduct and Abuse.