

**Presbyterian Church of Traverse City**  
**Job Description: Traditional Service Music Director**

<b>Reports to:</b>	<b>Pastor/Head of Staff</b>
<b>Directly Supervises:</b>	<b>Organist</b>
<b>Status:</b>	<b>Part-time, 10 hours/week</b>
<b>FLSA:</b>	<b>Hourly</b>

**Job Summary**

The Music Director (MD) will prepare and provide the music and direct the Adult Choir for regularly scheduled and special worship services, including Sundays. The MD also coordinates other church music groups. This position is for the program year: Beginning of August-End of May.

**Essential Functions:**

- Leading the Traditional Service Choir and Bell Choir (September-June) in rehearsals including the weekly rehearsals and Sunday morning warm-ups.
- Coordinating, as needed, with other music groups so they will be well prepared for their performances.
- Coordinating the recruitment of members for musical groups.
- Facilitating a special summer music schedule for singers, instrumentalists and/or other performers.
- Providing for the care and orderly maintenance of the music library, musical instruments, and choir robes.
- Arranging for substitute music directors and organists and choir accompanists as needed.
- Assuring music licensing compliance.
- Creating weekly hymn lyric slides for livestream.

**Minimum Qualifications:**

Bachelors of Music or related degree  
Experience directing volunteer choirs  
Basic understanding of Reformed worship/theology or willingness to learn

Preferred: Experience directing hand bells  
Ability to play organ and/or piano

**Physical Requirements:**

Able to move freely in and out of buildings (church, businesses, etc)  
Able to conduct choirs

## **Core Competencies:**

**Worship Leadership:** In partnership with the pastor and Worship Committee, designs and facilitates relevant and inspiring worship, combining elements of music and theology to promote experiences of the sacred.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

**Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

**Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.