

Music Director Job Description

Paulin Memorial Presbyterian Church

Position: Music Director

Reports to: Chair of Personnel Committee and Chair of Worship Committee

Date Revised: Oct 17 2026

General Understandings

- 1) Music is an integral part of the life and ministry of Paulin Memorial Presbyterian Church and an important part of the worship services.
- 2) The Music Director will be diligent in preparation and performance and will cooperate with others in the worship team to provide and enable the highest possible standard of worship.
- 3) The Music Director will meet regularly with the minister and/or worship committee to facilitate collegiality in the music ministry.
- 4) Make use of a variety of music traditions and styles and instruments appropriate for the services.
- 5) The position is salaried and based on an average of eight (8) hours per week with the expectation that the number of hours varies throughout the church year (i.e., fewer hours in the summer months and more hours during Advent and Holy week etc.).

Responsibilities

The Music Director shall:

- 1) Provide music for prelude, postlude, congregational hymns, offering, communion, and through weekly rehearsals direct the choir at all the services regularly scheduled on Sundays, to include a weekly anthem, and, if required, virtually.
- 2) Provide music for the following additional services during the year: Christmas Eve, Maundy Thursday, Good Friday and Blue Christmas. Extra cantatas and/or concerts are optional and welcomed, but priority necessity be given to weekly service music.
- 3) Provide service and choral/soloist music for events not listed above such as weddings and funerals subject to availability.
- 4) Be responsible for the leadership of and communication with the choir and soloists.
- 5) Participate as a member of the Worship Committee and in cooperation with the Minister in the area of general planning and leadership of the music program.

- 6) Use discretion when choosing the variety of instruments available.
- 7) Be responsible for the purchase of all music and music supplies. Expenditures in this area shall adhere to the church budget and be approved by Worship Committee before purchasing.
- 8) Maintain the music library.
- 9) Report to the trustees, prior to year-end, the cost of any new purchases and the estimated value of music/equipment disposed of in the current year.
- 10) Report to the appropriate committee(s) on the need for professional maintenance of the piano, clavichord and organ and monitor the piano humidifier.
- 11) Be in regular communication with other church staff and adhere to weekly deadlines for Sunday service and other information.
- 12) Review and edit the Power Point presentation for Sunday music and content on a weekly basis and/or Sunday mornings with the Minister and Tech Team.
- 13) Abide by the PCC policy of Leading with Care.
- 14) Report on the music ministry to the Paulin Annual Report.
- 15) Provide musical support for Vacation Bible School (VBS), which runs four to five days in August, subject to availability.
- 16) Arrange and pay for a supply musician in the event of an unplanned absence.
- 17) Comply with licensing requirements in accordance with the copyright license held by Paulin, from CCLI (Christian Copyright Licensing International)

Responsibilities of Paulin Memorial Presbyterian Church Regarding the Music Director

- 1) The Minister will provide the Music Director with hymns for all services who will then review these with the choir during rehearsal.
- 2) The Personnel Committee and the Worship Committee shall review this document regularly with the Music Director to ensure that it accurately reflects the position.
- 3) A performance appraisal will occur following the initial probation period and then on a yearly basis with representatives from the Personnel and Worship Committees.

Information about fees for weddings and funerals is to be provided to church office as a courtesy, on a yearly basis, so that accurate information is communicated by the minister and office to families. Collection of payment for weddings and funerals is the responsibility of the organist.