



Tel (973) 379-5600  
200 Hartshorn Drive  
Short Hills, NJ 07078

CommunityChurch.org

## **DIRECTOR OF MUSIC MINISTRY**

### POSITION DESCRIPTION

**JOB TITLE:** Director of Music Ministry

**Effective Start Date:** Immediately

**OBJECTIVE:** To continue and enhance the church's longstanding tradition of music and choral work of exceptional quality, with emphasis on variety of styles and depth of meaning through the development and execution of music programs that support the strategy of the church under the supervision of the Senior Minister.

#### **DUTIES & RESPONSIBILITIES:**

##### **a. MINISTRY:**

- Propose, research, plan, select, rehearse and present sacred and inspirational music, in a variety of traditional through contemporary styles, as part of the music ministry at Community Congregational Church;
- Present concerts and special events outside of worship services (like Cabaret, Christmas Concert, Palm Sunday Concert, etc.)
- Develop and implement new programs to grow membership and promote the church in the surrounding community
- Educate through the writing of music notes for the weekly service bulletin

##### **b. ORGAN PERFORMANCE:**

- Serve as Organist and Choir Director for all worship services, including one weekly Sunday service, and special services (including Ash Wednesday, Maundy Thursday and Christmas Eve services).
- Serve as organist for all weddings, funerals and memorial services;

##### **c. DIRECTON AND MANAGEMENT:**

- Direct and lead the Chancel Choir as a vital part of both the weekly worship service and the congregational family at large;
- Recruit and retain choir members, volunteers and professional musicians for all aspects of CCC's music programs;
- Manage and direct activities of all the professional section leaders of the Chancel Choir;
- Coordinate the activities of the Youth and Bell Choir Directors; accompany and support the performances of the Youth and Bell Choir as requested;

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POSITION DESCRIPTION (CONT'D)

**d. PLANNING AND ADMINISTRATION:**

- Plan worship and liturgical events with the clergy at a weekly planning meeting;
- Manage and coordinate the annual calendar of musical events with the office staff;
- Manage the music budget.
- Supervise the maintenance of our 3 manual, 54 ranks, 1965 Austin 3,098 pipe organ, extensively renovated in 2008.

**COMPENSATION:**

Salary commensurate with experience and education.