



PRESBYTERIAN CHURCH OF CHATHAM TOWNSHIP

Director of Music

Job Description

ABOUT THE PRESBYTERIAN CHURCH OF CHATHAM TOWNSHIP (PCCT)

PCCT is an engaged church community that welcomes all and celebrates diverse perspectives and ways of being, caring for, comforting, and supporting each other as we navigate life's challenges. We are deeply dedicated to making a difference in our community and the world.

With over 65 years of history, PCCT has built a strong legacy of faithful service to the community in and around Chatham Township, NJ. Through that time, we have lived out our mission *to be a vibrant church community that welcomes all people, wherever they may be on their journey of faith, celebrating together the glory of God through worship, fellowship, and service.*

Led by a dynamic ministry team, our congregation has an average attendance of about 130 on Sunday mornings and is located in a desirable area with easy access to the Jersey Shore and the excitement of NYC. We are an intergenerational congregation whose worship services are consistent with the Reformed tradition and our affiliation with the Presbyterian Church (PCUSA).

POSITION SUMMARY

The part-time Director of Music (DOM) is responsible for all aspects of the music ministry at PCCT. This includes leading weekly rehearsals, directing vocal and instrumental choirs, and playing the organ and piano during our weekly Sunday morning worship service and at other seasonal and special services. The DOM is expected to provide a robust and vital music program that engages members of all ages and a range of skill levels in making music as an act of worship. The DOM should plan to use volunteer singers – as soloists and in smaller groupings – as well as paid section leaders (Choral Scholars), additional instrumentalists, and their own musical skills to supplement existing choirs. Musical choices will support PCCT's traditional style of worship, while also seeking to extend beyond it in fresh and creative ways that nurture spiritual growth and reflection.

HOURS

This is a part-time, exempt position, requiring on average 25 hours per week, which includes regular office hours, practice time, and choir leadership.

REPORTING LINES

The DOM reports to the Pastor, is accountable to Session through the Personnel Committee, and relates closely with the Worship & Music Committee, which oversees related program areas. The DOM supervises the Director of Children's Music.

KEY DUTIES AND RESPONSIBILITIES

Worship Leadership

- Lead, rehearse and direct the Chancel Choir and Sanctuary Ringers (adult groups).
- Serve as organist and pianist during weekly Sunday morning services and at special services throughout the year, including Holy Week (Maundy Thursday and Good Friday) and Christmas Eve.
- Hire professional musicians to enhance worship music for Christmas, Easter, and other seasonal services as appropriate. Assist with related fundraising efforts.

Program Development

- Provide strategic direction and overall leadership for PCCT's music ministry.
- Incorporate a diversity of musical selections that support the mission and vision of the church.
- Manage the Choral Scholars program (paid section leaders).
- Actively recruit choral musicians and instrumentalists from the congregation and invite their participation in weekly worship services and seasonal offerings.
- Where possible, develop additional small group musical ensembles to expand our musical styles and offerings.

Administration

- Supervise the Director of Children's Music
- Maintain and update our digital choral database and expand the current library with new music purchases.
- Facilitate care and maintenance of organ, piano and handbells, including regular tunings, maintenance and repairs. Develop lifecycle plans for all instruments and work with the Church Administrator on periodic insurance evaluations of all instruments.
- Monitor licensing requirements for use of copyrighted materials for in-person and livestreamed worship and ensure CCLI and other licenses stay current.

Collaboration & Communication

- Attend weekly staff meetings and maintain regular office hours.
- Assist with the development of weekly and seasonal worship services as a member of the staff team.
- Work with the Pastor to develop worship themes, seasonal worship services, and additional opportunities to enhance the music ministry of the church.
- Collaborate with the Worship & Music Committee (W&M) on program design, budgeting, and long-term planning.
- Maintain a music calendar in collaboration with the Church Administrator.
- Provide consistent and timely communication for all music related areas, keeping participants, staff members and the congregation informed of upcoming events and opportunities.
- Serve as liaison to outside music groups using space at the church and ensure contracts/use agreements are fiscally responsible, mutually beneficial, and consistent with the mission of the church.
- Work with the livestream/sound team to ensure that all instruments and musicians have appropriate levels of amplification.

QUALIFICATIONS

- Degree in music or related field
- Outstanding musicianship with performance skills on organ and piano
- Strong choral conducting skills with experience in accompaniment
- Effective leadership and organizational skills
- Significant church worship experience preferred
- A broad knowledge of sacred and other relevant musical repertoire
- Ability to nurture and assist volunteer musicians

COMPENSATION

- Salary will be based upon experience.
- Medical, dental, and vision insurance for the employee is available.
- Four weeks paid vacation, including (4) Sundays annually.
- Collaborative team, dedicated volunteers, and opportunities for creativity and innovative ministry.
- Right of first refusal to play at weddings and funerals held at the church. Honoraria amount set by mutual agreement.