

**First Presbyterian Church  
Newton, NC**

**Director of Music (Part-time)  
Job Description**

**Mission:** To carry out the mission of First Presbyterian Church in Newton as the leader, co-coordinator and resource person in the planning, organization, and supervision of the music ministry of the church.

**Worship planning**

- Work with the minister in worship planning for weekly and special services
- Facilitate the planning of worship services that incorporate a diverse range of music styles for use in a blended worship service format.
- Read and study worship text to incorporate appropriate music for worship services
- Plan, research, and prepare anthems, hymns, and responses for regular and special worship services
- Direct the Chancel Choir and the Handbell Ensemble
- Periodically arrange for instrumentalists both within the church and guest outside the church to provide special music and accompaniments for worship services

**Training of choirs**

- Plan and conduct weekly rehearsals with Chancel and Handbell choir groups
- Research, review, and study new music to determine the best way to teach and prepare the choirs and coordinate their participation in worship services
- One of the most important goals is to help people realize and use their musical gifts and talents to glorify God and enhance the music ministry of the church

**Special Care and Recruiting**

- Maintain a spiritual and personal relationship with the choir members, organist, and music program volunteers.
- Be in regular contact with all members, perspective members, organist, and related participants.
- Lead and participate in spiritual care by leading or sharing prayer with the choirs
- Be a resource for families preparing for funerals, weddings or other special occasions

**Administrative**

- Staff representative to the Council on Praise and other church committees involved with the music ministry program
- Serve as a leader, supporter, and resource person in the area of worship and music
- Participate in staff meetings, retreats, special committees, and task forces as needed
- Communicate service plans and ideas in a timely manner with the organist and other program participants for the benefit of their personal planning for services
- Give consideration to suggested ideas others may have for worship
- Order music and requisition payments from within budget limitations
- Prepare monthly newsletter articles and assist in preparation of weekly worship bulletin
- Serve as the church copyright administrator by securing copyright licenses to cover reprinted words and music in worship bulletins and to cover livestreamed worship services
- Verify and approve for all services that all music selections are covered by at least one of our copyright licenses and provide the copyright statement for the weekly and special service bulletins that shows our copyright compliance
- Help as needed to arrange for organist for special services and for substitutes when needed
- Oversee the use of the church organs in conjunction with the church organist
- Supervise and support the church organist

**Maintenance of church instruments**

- Arrange for tuning and maintenance of the church organs and pianos as needed yearly
- Maintain the music library, handbells, robes and related equipment

**Well-being**

- Conduct a regular program of personal healthcare and spiritual well-being
- Attend music conferences, workshops, concerts, etc. as schedule permits

Our church organ is a Casavant Frères, Opus 3806, with three manual console and 47 ranks. Our sanctuary grand piano is a Yamaha C6X – 7ft. with polished Ebony finish.

The Director of Music position requires 15 – 18 hrs per week.

To apply for this position, please send a resume, references and contact information to:

First Presbyterian Church  
Director of Music Search Committee  
701 N. Main Ave.  
Newton, NC 28658  
[kberry@fpcnewton.com](mailto:kberry@fpcnewton.com)

This position to be filled by late March 2024.