

## **Minister of Music**

**PURPOSE:** The Minister of Music at Foothill Community Presbyterian Church is responsible for the oversight and development of the music programs and ministries at the church.

**ACCOUNTABILITY:** The Minister of Music reports to the session through the personnel committee and will work under the supervision of the co-pastors.

### **RESPONSIBILITIES:**

The Minister of Music is to fulfill the following responsibilities:

- Direct and rehearse with the Chancel Choir and Glory Ringers and invite new members
- Supervise musical ensembles
- Oversee staff musician (organist/pianist)
- Coordinate with the pastor in selecting hymns, anthems, and special music to be used in the worship services (Sundays, seasonal mid-week services, special services)
- Lead congregational singing in worship
- Lead the children at Foothill Christian Preschool chapel time once a month
- Write informational and educational articles for the monthly church newsletter
- Oversee the maintenance of audio equipment, church instruments, and bells
- Encourage and teach participants in their musical pursuits as available
- Make arrangements for substitute and supplementary musicians as needed
- Maintain and organize the church music library
- Purchase music and music supplies as needed
- Attend quarterly staff meetings and worship planning meetings as necessary

This position is 20 hrs. a week.