

HOPE CHURCH
77 W. 11th St., Holland, MI 49423

Job Description

Title: DIRECTOR OF MUSIC

Reports to: Pastors and

Hours of Work: This is a part-time salaried position. Weekly responsibilities include musical leadership of worship services, Chancel Choir rehearsal, staff meetings for worship planning and other administrative duties.

Position Purpose: The Director of Music is responsible on a year -round basis for the overall coordination of the total music program, drawing upon and utilizing appropriate resources to ensure continuing excellence in the Hope Church music program. This person to a great extent determines with the worship committee the overall nature of community and worship within the congregation.

Job Summary: This person is skilled in the area of choral music and has had experience in working well with volunteer groups. The director must have a clear understanding of the use of choral music and brass and instrumental ensembles within the contexts of worship and education as practiced in the Reformed tradition. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

Relationships (Direction received and working relationships): This person reports to the Ministers for all items concerning the duties of the position. The Director of Music will work very closely on a weekly basis with the Ministers, Directors of Youth Choirs, the Worship, Prayer and Spirituality (WPS) Ministry, the Assistant Director of Music and the Church Administrator.

At least weekly, this person is expected to meet with the Ministers and other appropriate people to plan all worship services and to cover those items connected with the long range musical programs and goals of the church.

Essential Duties and Responsibilities:

Chancel Choir

Prepare and direct the Chancel Choir and any other musical accompaniment at all regular worship services from the Sunday after Labor Day through at least Pentecost, including special services of worship, such as Thanksgiving, Christmas Eve, Maundy Thursday, etc.

Conduct Chancel Choir rehearsals on a regular weekly basis during those months when the choir leads the congregation in worship.

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Chancel Choir - continued

Recruit Chancel Choir members and provide for an organization of the Chancel Choir which naturally facilitates the recruitment of members and any other necessary administrative responsibilities.

Provide special choral music on the Festivals of the Church Year such as Reformation Sunday, Thanksgiving, Christmas Eve, Palm Sunday, Maundy Thursday, Easter, Pentecost, etc.

Worship and Planning:

Monitor that the Assistant Director of Music provides for suitable choral, instrumental or solo music on those Sundays when the Chancel Choir does not sing.

Along with the Assistant Director of Music, consider and recommend new possibilities of organizing and staffing additional choral or instrumental groups in Hope Church.

Provide for the use of brass and instrumental ensembles in conjunction with choral music in worship, particularly on the Festivals, but also throughout the Church Year.

With the ministers and the WPS Ministry, plan an annual budget for the above musical program for submission to the Consistory and supervise the expenditure of all funds after it has been approved.

Report the titles, composers, and text of all music to be used for all worship services by 8:00 a.m. Thursday, preceding the Sunday worship service. This report is to be made to the Office Support person each week of the year.

Other Duties:

Administer the Hope Church music library, recruiting and coordinating volunteer help to ensure the proper selection, storage, retrieval, and maintenance of all sheet music and other material connected with the library.

The Director of Music, along with the Assistant Director of Music, shall be responsible for the care, regular tuning and maintenance of all musical instruments used throughout the Hope Church facility.

Arrange for a substitute whenever absent from any responsibility.

Oversee the positions of Assistant Director of Music, all youth and children's Choirs and Carillon Handbell Choir directors.

Serve as consultant and advisor to the WPS Ministry, which is responsible for recommending policy changes to the Consistory.