

First Presbyterian Church
Rutherford, NJ

Position: Organist/Director of Music

The Organist/Director of Music must have the musical ability, creativity and training required for the position. The individual must have an understanding of and agreement with the theology and polity of the Christian faith. The individual will display sensitivity and concern for individuals and the church, and possess the necessary leadership skills to develop the music program in concert with the Pastor and the Worship & Music committee. It will be beneficial for the individual to have a comfort in the use of technology. Our technology needs include, but not limited to sound and recording tools, microphone setup and software and social media.

Music Ministry

The Organist/Director of Music, in consultation with the Pastor, has primary responsibility for the music ministry of the Church, helping the Congregation worship and grow spiritually through the gift of music. The Congregation enjoys an eclectic blend of traditional and contemporary music. The music ministry also includes outreach to the wider community through special music events that provide inspiration, enjoyment and fellowship.

I. ACCOUNTABILITY & RELATIONSHIPS:

The Organist/Director of Music is accountable to the Pastor as head of staff and Session through the Worship & Music committee.

II. MUSIC PROGRAM RESPONSIBILITIES:

Church Services

1. The Organist/Director of Music will work with the Pastor and the Worship & Music committee to develop and design the music programs to be used for various worship experiences, including the recruitment and development of the choir and other musicians as needed. Responsibilities will also include:
 - a. playing the organ or piano during weekly Church Services at 10 am and participating in our 8 am on-line service as needed.
 - b. providing music and any other musicians where appropriate
 - c. providing appropriate choral music during services of worship
 - d. preparing, rehearsing and directing the Chancel Choir, by holding weekly rehearsals (except during the summer) and providing leadership to the choir in vocal technique
 - e. securing appropriate substitute musical leadership replacements during approved time off.
2. Other responsibilities related to **Church Services**, include:
 - a. Congregational Singing: leading the congregation in singing during worship services and developing ways to increase the congregation's participation in the music ministry of the church by:
 - i. recruiting people to sing in the choir and otherwise offer their musical talents
 - ii. increasing the congregation's understanding and enjoyment of congregational singing
 - b. Instrumental Music: Exploring the use of various options, such as recorders, hand bells, Orff instruments, etc.
 - c. Children's Music: Provide oversight for a music program for children and youth as requested by the Christian Education committee through the Worship & Music committee.

- d. Virtual Services: Actively participate in church's virtual service by recording appropriate music and choral music.
- e. Temporary Paid Musicians: Audition and hire temporary singers and instrumental musicians as needed, within budget guidelines, making recommendations under the direction of the Session through the Worship & Music committee.
- f. Instrument, Music & Choir Robe Maintenance: Provide for the routine care, regular tuning and maintenance of the organs and pianos. Maintain inventory of all music instruments of the church, the music library and choir robes, making recommendations for appropriate action to the Session through the Worship and Music committee.
- g. Music Library: Keep abreast of new sacred choral and church music.
- h. Budget Responsibility: Request new music purchases for the music library and for special events through the Worship & Music committee and provide assistance in the preparation of the annual music ministry budget.

Special Services and Events approved by Session.

- 1. Prepare and play music appropriate for the Church's special services on Ash Wednesday, Holy Week, Christmas Eve and Christmas Day services.
- 2. Prepare and play music appropriate for weddings and funerals, on a fee basis, as approved by Session. The Organist/Director of Music is responsible for securing an appropriate substitute if unable to play at a wedding or funeral.
- 3. Coordinate with relevant committees to plan and supervise special music events i.e. the annual Christmas Concert, Labor Day Street Fair, Karen Kaiser Concert Series, and Bach Birthday Lunch Program.
- 4. Collaborate with the Worship & Music committee to recommend new events.

Administrative Duties

- 1. Submit weekly music selection and information for Sunday bulletins and bulletins for all special services.
- 2. Provide articles and information for *Tidings*, the Church website, social media, , the Annual Report,
- 3. Ensure that the use of sheet music complies with copyright laws.
- 4. Attend weekly staff meeting with the Pastor and participate in monthly Worship & Music committee meetings.

III. INSTRUMENTS:

The 350-seat sanctuary has a restored 71 stop, 3 manual Moeller pipe organ (enhanced with 9 Walker digitals), along with an upright piano.

The 120-seat chapel has a 50 stop Walker digital organ, along with a grand piano.

Two octaves of handbells, timpani, several Orff instruments, and small percussion.
Specifications of the two organs can be viewed on the church's web site – www.fpcrutherford.org.

IV. PERFORMANCE EVALUATION:

Initial review will take place after a 90 day evaluation period. This will be followed by annual performance reviews that will take place no later than November, according to the Personnel Policy.

V. TERMS OF EMPLOYMENT:

Part-time position (30 hours), subject to the terms in the "Employment Contract" and the Church Policies and Procedures.