

## **7.0 Position Descriptions: Full-Time and Part-Time**

### **7.4 Part-Time Music Director**

#### **Purpose**

The purpose of the Music Director is to lead and administrate the music ministry of the church.

#### **Responsibilities**

The following responsibilities will be upheld by the Music Director.

- 1.0** Serve on the Worship Team of Session
- 2.0** Be an effective programmatic supervisor for the organist/accompanist
  - 2.1** Coordinate substitutes for the organist/accompanist, as necessary
- 3.0** Lead and direct the adult vocal choir and handbell choir.
- 4.0** Lead musical aspects of children's ministry programming. Examples include Christmas programming and Vacation Bible School.
- 5.0** Lead music ministry for Sunday worship services and other worship services, as arranged.
- 6.0** Coordinate special music performances by people or groups from outside of the congregation, as appropriate.
- 7.0** Provide timely communication regarding the music ministry with the office administrative assistant for church publications.
  
- 10.0** Collaborate and consult with the pastor regarding music ministry

#### **Accountability**

The Music Director is ultimately accountable to the Session of Cooks Creek as the governing body of the congregation through the Pastor who serves as the head of the staff and direct supervisor.

#### **Relationships**

The Music Director will work closely with the Pastor on the planning, execution, and evaluation of the music program of the church. The Music Director is supported by the Worship Team, a team of the Session, to carry out the music program.

Job issues or personnel matters should be taken to the Pastor. If it is a matter that cannot be taken to the Pastor it should be reported to the Administration Team. Additional detail and other personnel matters are addressed in the Cooks Creek Operations Manual.

The Music Director is the programmatic supervisor for the organist/accompanist and should build and maintain a healthy, appropriate, and collegial relationship with the organist/accompanist.

The Music Director should maintain healthy, appropriate, and positive relationships with all staff, volunteers, members, worshippers, and visitors at Cooks Creek, and should be a positive, Christ-honoring representative of the church to the community.

### **Performance Review**

The Pastor or Administration Team shall conduct a performance review for this position at least annually which will include a review of job performance and a review of the position description.

### **Compensation**

All forms of compensation, including salary and benefits, are reviewed by the Session at least annually. The compensation for this position is detailed in the employment agreement for this position.

### **Additional Policies**

The policies and procedures of the church are contained in the *Cooks Creek Operating Manual*. All staff shall be given a printed copy of the *Manual* upon hire and shall always have access to an electronic version. All staff will be informed when the *Manual* is revised.

### **Expectations**

All staff are expected to conduct themselves professionally and in a Christ-honoring manner at all times while representing the church. This includes being able to work with and communicate compassionately and effectively with all the people of the church and community.

All staff should expect to work in a caring, supportive environment where they can display their gifts and talents while growing personally and professionally. Any staff person, congregant, or community member who speaks or acts in such a way as to create a hostile or unsupportive environment should be reported immediately to the Pastor or Administration Team.