

## Position Title: Director of Music

**To apply for or inquire about this position, please send a resume and cover letter to [jona.fitzgerald@gmail.com](mailto:jona.fitzgerald@gmail.com). Thank you.**

### Overview

Vibrant congregation in uptown Roxboro, under 30 miles from Durham, NC, is seeking a Director of Music to lead and develop choirs with a long history of offering sacred music with excellence. Long Memorial is a historic Main Street congregation with a passion for serving alongside our neighbors in ministry.

Our worship style is predominantly traditional with organ or keyboard accompaniment and special guest musicians, but creativity is welcomed and appreciated! Our chancel and bell choirs rehearse weekly on Wednesdays from September – June, with special service schedules and expanded music offerings during the Advent/Christmas and Holy Week/Easter seasons. The Director of Music helps to nurture and incorporate into worship the musical gifts of our congregants, including active children and youth ministry participants. We value compassionate belonging, the embracing of one another's gifts, and the facilitation of authentic, beautiful, and passionate worship.

|                        |                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Choirs:                | Chancel Choir of approximately 20 voices<br>Bell Choir of approximately 10 ringers                                              |
| Children:              | Annual children's Christmas musical<br>Occasional children's anthems and soloists                                               |
| Choir Practice:        | Wednesday evenings                                                                                                              |
| Sundays:               | Typically 8:30 am -12:30 pm                                                                                                     |
| Approx. Workweek:      | Part-time - typically 20 hours                                                                                                  |
| Other Considerations:  | Three Sundays off September – May<br>Flexible summer schedule while choirs are off<br>Professional Development budget available |
| Primary Accompaniment: | Organ, Piano, Keyboard                                                                                                          |
| Special Services:      | A detailed list is available on request                                                                                         |

## **Core Responsibilities**

### **Worship and Musical Event Planning:**

- Meet with the pastor regularly to select hymns, anthems, and other worship music that match the sermon theme, and church calendar.
- Work collaboratively with staff and congregants to coordinate and lead music during other special events and programs.
- Communicate plans for weekly and special music to the team members involved in creating and distributing church communications.
- Identify, invite, publicize, and coordinate the inclusion of outside performers and worship leaders in worship and special events (see below).
- Represent Long Memorial's music ministries in the community.

### **Rehearsal and Service Leadership:**

- Lead regular practice sessions for vocalists, choirs, and instrumentalists.
- Plan and prepare the choirs, accompanists, instrumentalists and guests to share a variety of musical styles and genres.
- Direct the music in all services and rehearsals, making arrangements for direction during absences.
- Work alongside staff and congregants to coordinate and cooperate with special needs and accommodations related to the facilitation of events and rehearsals such as ushers, liturgical dancers, audio-visual tech team members, etc.

### **Team Management:**

- Recruit volunteer musicians, schedule weekly rotations, and care for church instruments and sound equipment.
- Develop and maintain a spirit of Christian discipleship and care within the church music program.
- Participate in staff meetings and congregational events when available.
- Support the musical endeavors of sub-groups within the church as requested.
- Maintain records such as attendance and contact information for participants in musical ministries.
- Oversee the planning, requesting, and spending of the music budget.

### Service Accompaniment (preferred):

- As needed, play the piano, organ, or keyboard, and conduct worship music during weekly rehearsals and services when the regular accompanist is not available.

### **Supervision and Accountability**

- The Director reports to the Senior Pastor, and serves alongside other staff as ministry team members.
- The Director will oversee some tasks and projects with the support of other staff and congregants.
- Occasionally, the Director will be expected to support tasks and projects overseen by other staff members and congregants.
- The Director is accountable to the congregation via the Staff Parish Relations Committee (SPRC).
- The Director coordinates the schedule and supervises the day-to-day activities of the Accompanist.

### **Required Skills & Qualifications**

- Education: A degree in music education, music performance or equivalent experience.
- Interpersonal Skills: Patience, strong communication, and the ability to work with volunteers of varying skill levels with encouragement and grace.
- Organization: Time-management skills to coordinate weekly schedules, maintain the music library, and meet print or media deadlines.
- Enthusiastic, dynamic, and energetic with good verbal and written communication skills.
- Ability to actively engage the congregation during worship through music.
- Keyboard experience preferred.

### **Professional Development**

- The Music Director may seek approval of the Senior Pastor for, or be directed to participate in, training relevant to the above tasks. A limited budget exists to offset costs of these trainings.

### **Special Musical Services and Events**

In addition to regular Sunday service, Long Memorial observes a number of musically focused and complex special services and events. The Music Director is expected to invest special attention, time, coordination, planning, and communication with the many people involved in these services and events. The

current list of special-music traditions at Long Memorial includes (in chronological order of the church year) follows. Changes to this list would need to be agreed to by the Pastor, the Worship Committee, and the Church Council:

### **Advent**

**Love Feast** (Second Sunday evening of Advent) – choral anthems, guest musician(s), liturgical dancers.

**Children's Christmas Music Program** (Third Sunday evening of Advent) – typically a purchased musical script.

**Lessons and Carols** (Fourth Sunday morning of Advent) – has the feel of a Christmas cantata – multiple musicians and choral anthems, multiple lay readers and soloists.

**Christmas Eve** – guest string quartet, choral anthem, liturgical dancers. Present tradition is one service with communion.

### **Lent**

**Ash Wednesday Service** – typically very simple; minimal special music

**Lenten Lunches** – coordination on five Lenten Wednesdays with visiting musicians from local churches. Typically we provide one solo or choir piece during one Wednesday.

**Palm Sunday** – a full or partial cantata, typically involving some mix of Palm Sunday and Passion Sunday observance.

### **Easter**

**Easter Sunrise** – Coordinate hymn music with other churches for ecumenical outdoor observance.

**Easter Sunday** – Usually special guest musicians, choral anthems.

### **Summer (during ordinary time)**

Typically choir on vacation from mid-June through September. Coordinate and schedule accompanists and soloists (consisting of special guests or congregants) from June-August.

### **Other**

**Night in New York** – a fundraiser evening of approximately 10-12 secular Broadway pieces sung by congregant and guest soloists or duets, accompanied live or with prerecorded music.

**Church under a Tent** - coordinate guest musicians with a fun, sing-along feel for an outdoor service followed by a picnic on the grounds. Recent guest genres have included Dixieland jazz hymns and bluegrass hymns. May take place in early Fall or late Spring because of heat/weather considerations.