

First Presbyterian Church
801 South High Street
Columbia, TN 38401
<http://1stprescolumbia.org>

First Presbyterian Church, Columbia, TN, (FPCC) seeks a full-time Director of Music and Organist to lead and coordinate the Worship Ministry alongside other staff and lay leaders. We are a historic and traditional PC(USA) church with a membership of approximately 400. This position is responsible for all aspects of the music ministry in order to engage the community of faith of all ages in meaningful ways and encourage active participation.

Job Responsibilities

The Director of Music is responsible for work according to the policies and procedures established by the Session and Head of Staff. These include, but are not limited to:

- A. Planning for worship in regular staff and worship committee meetings for:
 - 1. Weekly Sunday services (currently 8:15 am and 10:30 am)
 - 2. Special services including Ash Wednesday, Lent/Holy Week, Advent/Christmas Eve, etc.
 - 3. Other services including, but not limited to, funerals, memorial services, weddings (for which honorariums may be offered)
- B. Managing choirs
 - 1. Directing adult, handbell, youth, and children's choirs, including music selection, weekly rehearsals, Sunday worship and recruiting of new members.
 - 2. Recruiting, assisting, and overseeing volunteer directors to coordinate music selections and participation in worship
 - 3. Managing the music library by supervising its organization and inventory and identifying new music consistent with our theology and mission
- C. Leading worship services using organ, piano, choir(s), and instruments, including coordinating guest vocalists and instrumentalists
- D. Preparing/maintaining a music budget in coordination with worship and finance committees
 - 1. Purchasing music and supplies for the music department
 - 2. Coordinating maintenance of all instruments (organ, handbells, pianos, etc.)
 - 3. Approving allocation of budget amounts for music conferences
- E. Participating in church-wide activities, such as VBS, Christmas caroling, etc.

Job Qualifications

- A. Bachelor's degree (required) in music (preferred) or related field
- B. Proficiency in conducting choirs and leading worship
- C. Proficiency at the organ and piano
- D. Knowledge of Reformed liturgy and theology
- E. Minimum of 3 years' experience in church ministry

Job Expectations

The Director of Music is part of a talented and committed team. As a member of this team, the candidate should:

- A. Love Jesus Christ, the church and all those in the community of faith of First Presbyterian Church, Columbia
- B. Achieve and maintain a high level of musicianship through appropriate continuing education at worship conferences and other activities
- C. Promote the development of faith through music
- D. Encourage open participation amongst our community of faith
- E. Arrive on time, prepared and well-organized
- F. Communicate effectively and appropriately
- G. Participate in the life of our church and our community (residency in Columbia strongly encouraged)
- H. Remember to keep the workplace holy in spoken word and attitude

Accountability

The Director of Music at First Presbyterian Church, Columbia serves under the direction of the Senior Pastor/Head of Staff and is the staff representative on the Worship Committee. The Session of the church is responsible for hiring and has the ultimate authority on all matters in the church.

Terms of Employment

This is a full-time position and compensation will include the PC(USA) benefits plan chosen for FPC employees and vacation. Salary will be commensurate with education and experience.

Application Information

Please submit your resume and references to First Presbyterian Church
musicdirsearchfpccolumbia@gmail.com