

**Position Description**  
**Director of Music Ministries**  
**First Presbyterian Church**  
**Middletown, Ohio**

**Position Available Date:** Immediately

**Position Title:** Director of Music Ministries

**Institution Name and Description:** First Presbyterian Church, 2910 Central Ave. Middletown, Ohio 45044. [www.fpcmiddletown.com](http://www.fpcmiddletown.com)

First Presbyterian Church is a 200-plus year old institution of approximately 300 members with a long history of musical excellence. We believe that God has called our congregation to SHARE the good news, to NURTURE the spirit, and to SERVE members and community.

**Number of Services and Rehearsals Per Week:** One traditional Sunday morning service (year round) and one Wednesday evening Sanctuary Choir rehearsal (September through early June). The Director of Music Ministries will also plan and participate in additional services for liturgical holidays, including Maundy Thursday and Christmas Eve.

**Number of Hours a Week:** Approximately 25 hours per week (position is considered part time)

**Description of Instruments:** M. P. Möller Opus 8298 pipe organ, 1952, 24 ranks, console rebuilt in 1990; maintained by Peebles-Herzog, Inc. (sanctuary); Baldwin grand piano (sanctuary); Baldwin grand piano (fellowship hall); Baldwin Hamilton upright (choir room)

**Salary Range:** \$20,000-\$25,000 a year commensurate with experience and education

**Education or Experience Required:** Degree in music in addition to 2-3 years of sacred music ministry experience (preferred); Organ skills (preferred)

**Job Summary:** The Director of Music Ministries is responsible for developing the music ministry of the congregation, strengthening worship and congregational life through the choir and music opportunities for children, youth, and adults and equipping those persons for such ministry. Specific duties include providing music at all worship services and directing (or overseeing) all church music ensembles. Ideally the Director of Music Ministries will be an accomplished organist too, although this is negotiable.

**Accountability:** The Director of Music Ministries is supervised by the Pastor/Head of Staff and is accountable to the Session.

**Responsibilities:**

1. Plan regular worship services and special worship experiences in cooperation with the Pastor(s) and other professional staff when appropriate.

2. Lead worship together with the Pastor(s) and lay worship leaders.
3. Supervise other professional and volunteer music staff.
4. Prepare for and conduct rehearsals for all choirs.
5. Encourage individual member participation in the musical life of the church and minister to the “musical” church family.
6. Coordinate guest musicians as appropriate.
7. Participate with the Pastor(s) and staff in weekly meetings and reviewing the bulletin.
8. Requisition, catalog, and maintain the music library.
9. Maintain the care of choir robes, instruments, and the carillon.
10. Serve as a primary staff resource for the Music and Worship Ministry Team and attend their monthly meetings.
11. Write appropriate articles for the bulletin and monthly Presbynews as needed.
12. Serve as the congregation’s musical liaison with the community and plan community outreach music programs.
13. Engage regularly in self-care and in continuing education for personal, professional, and spiritual growth.
14. Provide information for the development of the annual budget and manage the music budget.

**For inquiries or to apply, submit a cover letter and resume detailing your interest and experience to Marty Hensler, Chair of the FPC Middletown Administration and Personnel Committee at [dhensler1@cinci.rr.com](mailto:dhensler1@cinci.rr.com).**