



Doylestown Presbyterian Church

Director of Music and the Arts

Job Summary

This staff person provides vision, leadership, and organization for our vital ministry of music and the arts at DPC, thus strengthening congregational life in its worship of and service to God.

General Expectations

The Director of Music and the Arts (DOM) is expected to possess and demonstrate an awareness of the creative use of music in Christian worship while keeping with the Reformed tradition. She/he is to embody high personal and professional standards, and to openly demonstrate a high degree of Christian commitment. The successful candidate will be a strong leader who will work collaboratively with staff and volunteers with a spirit of grace and humor.

Position Information

This position is a full-time, exempt position

Reports to

Senior Pastor

All staff roles include a shared responsibility to embody the congregation's Mission Statement of "Be a bridge for Christ and a beacon of His love" and furtherance of the strategic themes from its Strategic Plan: Worship of God, Growing in Faith, and Mission and Service.

Responsibilities:

1. Create and act on a vision for growth and continued excellence of the music and arts ministry with the ultimate goal of glorifying God and edifying the congregation.
2. Schedule music for worship services throughout the year
3. Work creatively with the pastors and music staff to strengthen DPC's worship life including music that is excellent, meaningful and eclectic
4. Organize roles for music staff and volunteers, providing direction and supervision
5. Work collaboratively with other staff and ministries of the church
6. Manage the budget for the music ministry including the Celebrate the Arts program
7. Conduct annual review of paid music staff

Responsibilities for Direction of Choirs and Instrumental Groups:

1. Direct Chancel Choir, Orchestra, and Joyful Bells
2. Provide direction or oversight for children and youth ensembles
3. Select music that correlates with the sermon series and/or liturgical season

Responsibilities for the Arts:

1. Organize the annual Celebrate the Arts series of 3-4 programs
2. Oversee development of the series as a varied program of performing arts to include:
 - a. Scheduling and contracting with performers
 - b. Oversight of art displays that occur 3-4 times per year
 - c. Continued strengthening of the patron program
 - d. Event organization and publicity

Qualifications

1. Master's degree in music, preferably Choral Conducting
2. Church experience
3. The ability to work effectively with musicians of varying ages and experience
4. Experience with vocal and instrumental ensembles, including hand bells
5. Highly organized with ability to juggle multiple priorities and tasks
6. Team-player who works collaboratively with staff and volunteers
7. Skill necessary to provide musical offerings for online worship and devotionals

Compensation

Compensation is paid twice each month, on the 15th and the last day of the month. This position is eligible for benefits as outlined in the DPC Employee Handbook.

Performance Reviews and Salary Increases

Annual performance review by the Senior Pastor

Annual review of compensation by Personnel Committee

*This job description is not intended to cover every single requirement of the job.
The Church reserves the right to change job duties at any time.*