

First Presbyterian Church of Newton, NC is seeking a part-time Director of Music, and a part time organist.

Our active congregation of 320 members has a deep and abiding love for music in worship and appreciates the same diversity of musical styles that we see represented in the diversity of Christ's church.

The Director of Music position will require 15-18 hours weekly with an approximate salary range of \$21,000 – 24,000, commensurate with training and experience. A complete job description can be seen below.

The Organist position requires approximately 10 hours weekly with an approximate salary range of \$14,000 – 18,000, also dependent on training and experience. A job description can be reviewed below.

Our church organ is a Casavant Frères, Opus 3806, with three manual console and 47 ranks. Our sanctuary grand piano is a Yamaha C6X – 7ft. with polished Ebony finish.

Should an applicant wish to fill both positions, hours and salary would be adjusted accordingly.

Inquiries and resumes may be directed to kberry@fpcnewton.com

Director of Music (Part-time)

Job Description

Mission: To carry out the mission of First Presbyterian Church in Newton as the leader, co-coordinator and resource person in the planning, organization, and supervision of the music ministry of the church.

Worship planning

- Work with the minister in worship planning for weekly and special services
- Facilitate the planning of worship services that are blended in style, incorporating a diverse range of music.
- Read and study worship text to incorporate appropriate music for worship services
- Plan, research, and prepare anthems, hymns, and responses for regular and special worship services
- Direct the Chancel Choir and the Handbell Ensemble
- Periodically arrange for instrumentalists both within the church and guests outside the church to provide special music and accompaniments for worship services

Training of choirs

- Plan and conduct weekly rehearsals with Chancel and Handbell choir groups
- Research, review, and study new music to determine the best way to teach and prepare the choirs and coordinate their participation in worship services
- People realize and use their musical gifts and talents to glorify God and enhance the music ministry of the church

Special Care and Recruiting

- Maintain a spiritual and personal relationship with the choir members, organist, and music program volunteers.
- Be in regular contact with all members, prospective members, organist, and related participants.
- Lead and participate in spiritual care by leading or sharing prayer with the choirs
- Be a resource for families preparing for funerals, weddings or other special occasions

Administrative

- Staff representative to the Council on Praise and other church committees involved with the music ministry program
- Serve as a leader, supporter, and resource person in the area of worship and music
- Participate in staff meetings, retreats, special committees, and task forces as needed
- Communicate service plans and ideas in a timely manner with the organist and other program participants for the benefit of their personal planning for services

- Give consideration to suggested ideas others may have for worship
- Order music and requisition payments from within budget limitations
- Prepare monthly newsletter articles and assist in preparation of weekly worship bulletin
- Serve as the church copyright administrator by securing copyright licenses to cover reprinted words and music in worship bulletins and to cover livestreamed worship services
- Verify and approve for all services that all music selections are covered by at least one of our copyright licenses and provide the copyright statement for the weekly and special service bulletins that shows our copyright compliance
- Help as needed to arrange for organist for special services and for substitutes when needed
- Oversee the use of the church organs in conjunction with the church organist
- Supervise and support the church organist

Maintenance of church instruments

- Arrange for tuning and maintenance of the church organs and pianos as needed yearly
- Maintain the music library, handbells, robes and related equipment

Well-being

- Conduct a regular program of personal healthcare and spiritual well-being
- Attend music conferences, workshops, concerts, etc. as schedule permits

Organist / Pianist / Accompanist (Part-time)

Job Description

Mission: To carry out the mission of First Presbyterian Church Newton as the organist / pianist / accompanist at the Sunday worship service. He/She will utilize musical skills to lead the congregation in worship experiences that are meaningful and not as a solo performer.

Worship:

- Responsible for providing liturgically appropriate music on the organ or piano for the Sunday worship service and any special services that the Session approves.
- Serve as the accompanist for the Chancel Choir and support them and the Director of Music.
- May also assist in accompanying children's choirs, handbells, instrumentalists, and soloists.
- Advise the Director of Music in advance when she/he will need to take time off from regularly scheduled duties. She/He is to secure a competent substitute organist for such time away. The Director of Music can assist with this task if needed.

Special Services:

- Be available to play for funerals and other special approved services or events.
- Work with the Director of Music to coordinate small groups for ensemble singing including gospel and contemporary music for both instruments and singing.
- Be a resource for families preparing for funerals, weddings, or special occasions. The organist should be the first organist consulted regarding weddings as established in the guidelines of the church wedding policy. There is additional compensation for wedding services as stated in the policy.

Training:

- The organist / pianist / accompanist is to be present for weekly choir rehearsals and other arranged practices.
- She/He will assist the Director of Music in training the choir members, if requested, and assist the Director of Music and ministers with worship planning.
- In the absence of the Music Director he / she will direct rehearsal on Wednesday evenings and/or the anthem during the worship service.

Organs:

- Oversee the use of the organs in conjunction with the Director of Music.

Well-being:

- Conduct a regular program of personal health and spiritual well-being.
- Attend music conferences, workshops, concerts, etc. as schedule permits.