

West End Presbyterian Church
Position: Director of Music

- Encourage and maintain relationships with congregation, area churches, and musical groups.
- Plan music program and make appropriate recommendations.

- Work with the Pastor, DCE, and accompanist to plan, organize and lead all worship services, including weddings, funerals and special services as needed.
- Coordinate and direct all choirs -Chancel Choir, Handbell Choir, WOW Choir - lead weekly rehearsals as required, select music in relation to curriculum or liturgy, communicate with participants, parents, and WOW leaders; direct and rehearse the Christmas play/program, regularly schedule the WOW Choir to sing during Sunday worship.
- Schedule special music, soloists, instrumentalists and substitute musicians as needed

- Hire supplemental musicians as needed.

- Respond to other music needs that come through other staff persons.

- Address copyright concerns for all music

- Attend weekly staff meetings and the Music and Worship Team meetings

- Procure/order new music when appropriate

- Recruit new music program participants

- Other duties as assigned