

Summary of Job Description
Director of Music
Wauwatosa Presbyterian Church, Wauwatosa, WI
Start date: August 1, 2018

Wauwatosa Presbyterian Church seeks a **part-time Director of Music** to lead music programs and assist in the leadership of worship services in the Reformed and Presbyterian tradition. The church provides two Sunday worship services (one contemporary and one traditional) each week from September through May, and a single blended Sunday service each week during June, July and August.

The church is guided by the following mission statement:

Wauwatosa Presbyterian Church is a community through Christ and in Christ – reaching out to the Greater Milwaukee community and God’s world.

We open our doors to all persons to join in worship, fellowship, educational programs, and service.

We welcome into membership all who profess faith in Jesus Christ, without regard to gender, race, ethnic origin, worldly condition, sexual orientation, ability, or any other human condition.

We elect and ordain persons who are called by God and committed to serving the Lord Jesus Christ in the Church.

Candidates for the Director of Music position are encouraged to review the church web site, www.tosapres.com, for more information about the congregation and church programs.

Key duties of the position

Working collaboratively with the two Co-Pastors, church staff and lay leadership, the Director of Music shall organize and supervise the music program of the church.

- Serve as head of the music staff, which includes an organist/pianist, assistant choir director, and children’s choir director.
- Plan music for two weekly Sunday morning worship services from September through May. In collaboration with the Co-Pastors, select or suggest hymns. Schedule musicians to participate in worship.
- Annually, by mid-August, in collaboration with the Co-Pastors, worship committee and other music staff, draft a plan for music for the upcoming program year.
- Direct the Chancel Choir. Lead one 90-minute rehearsal each week on a weekday evening between September and May, and prepare the choir to sing at one service each Sunday during that period. (Choir rehearsal is currently held on Thursday evening.)
- Direct the Chancel Ringers bell choir. Lead one 60-minute rehearsal each week between September and May, and prepare the choir to ring at approximately one Sunday service per month during that period. (Bell choir rehearsal is currently held on Thursday evening.)
- Work with the children’s choir director to establish opportunities for the Rainbow Choir (children’s choir) to sing at occasional Sunday services between September and May.
- Prepare music for special services such as Christmas Eve, Thanksgiving Eve, Ash Wednesday, Maundy Thursday, and Good Friday.
- Arrange for soloists and ensembles to provide music during the weekly worship services from June through the end of August.
- Secure instrumental performers as needed in worship.

- Develop and spend the annual budget for the church music program, in cooperation with the lay Worship Committee and Session.
- Maintain the church's music library.
- Participate in monthly Worship Committee meetings (currently held second Monday evening of the month).
- If available, attend weekly church staff meetings (currently held on Wednesday morning). If not available to attend, make other arrangements to provide input on matters of interest.
- Call, prepare agenda for and lead meetings of music staff and Co-Pastors approximately every two months. (Meetings are currently held following Sunday worship service.)

Minimum qualifications

- At least three years' experience as a music director and choral conductor.
- Broad familiarity with the sacred choral repertoire both historic and contemporary.
- Commitment to present a wide variety of musical styles within worship.
- Bell choir experience preferred. If the candidate does not have bell choir experience, he/she must be willing to receive basic bell training.
- Music degree preferred.

Salary and benefits

The Director of Music is a part-time position, with a salary of \$1,510 monthly/\$18,120 annually for 2018. The Director receives additional compensation when providing music for weddings, memorial services and other special events; this compensation is paid by the family or sponsor of the event in accordance with guidelines established by the church.

The position offers two weeks paid vacation (2 Sundays and corresponding rehearsal weeks) and one week of paid sick leave (1 Sunday and corresponding rehearsal week or two of either) between September and June. The Director of Music is responsible to arrange for the Assistant Choir Director or other qualified substitute to handle duties when absent.

The church provides modest continuing education funds annually to music staff.

Reporting relationship

The position reports to the Co-Pastors, who serve as head of staff. A member of the Session's Personnel Committee serves as the liaison between the Committee and the Director of Music. The Personnel Committee shall conduct an annual review of the Director of Music.

To submit an application

Applicants for the Director of Music position should email their resumes to Cindy Thomas, office manager, at officemgr@tosapres.com. Applications are due by March 9, 2018.