

**Position Description**  
**Director of Music**  
(Organist and Choir Director)  
First Presbyterian Church of Arlington, VA

**Summary:**

The Director of Music (Organist and Choir Director) is responsible for leading the overall music program of First Presbyterian Church of Arlington VA (FPC), ensuring excellent and appropriate vocal and instrumental music that enhances the worship experience for all. This is a part-time position, typically averaging 20-25 hours per week. Please email your resume and letter of interest to [musicsearch@fpcarlington.org](mailto:musicsearch@fpcarlington.org).

**Roles:**

- Responsibilities:
  - Conduct the chancel choir, the bell choir, and other ad hoc musical ensembles, and provide organ/piano accompaniment during Sunday/special church services and rehearsals.
  - In the event of restricted worship due to pandemic or other reason, provide music for live-streamed staff only or recorded worship service
  - Develop a quality music program that provides a broad selection of music and opportunities to enjoy the musical offerings
  - Work collaboratively with the pastor, the Worship Ministry Team (WMT), the Personnel Ministry Team (PMT), the Children & Youth Ministry Team (CYMT), the choir, and other ministry teams and organizations within and outside FPC as necessary to plan and execute the music program for the church
  - Select appropriate music for all worship services and other programs as required including recommending hymns to the pastor for his/her consideration
  - Recruit and develop choir members, soloists, and ensembles from within the church to ensure quality music for worship services
  - Secure quality musicians from outside the church, both instrumental and vocal, for worship services and other activities, as required such as on high holy day services
  - Serve as a music resource for all church organizations as necessary
  - Maintain music library
  - Develop, in cooperation with the WMT, and manage the annual music budget
  - Arrange for adequate maintenance of the church organ, pianos, and other instruments
  - Attend staff meetings and meetings of the WMT
  - Prepare for and play at funerals held at the church and for weddings of church members, with additional compensation (Normally, the church musician will be given the right of first refusal to play at weddings and funerals held at the church)
  - Approve use of the organ by other musicians (*e.g.*, funeral or wedding organists)
  - Provide for substitute to perform the duties of the Director of Music when required due to absences
  - Coordinate with CYM Director to direct and accompany the children's choir for select holidays.
- Relationships:
  - Pastor and other staff members
  - Choir members and other musicians

- Worship Ministry Team, Children and Youth Ministry Team – for music-related program activities, and Personnel Ministry Team
- Members and friends of the congregation

**Reporting and Accountability:**

The Director of Music has a direct reporting relationship with the pastor, who is head of staff, and works collaboratively with the WMT. The PMT will meet with the Director of Music as required for any specific concerns and will conduct an annual performance review with input from the WMT and others as necessary. As are all staff positions, the Director of Music is ultimately responsible to the Session of FPC. This position is subject to the FPC personnel, child protection, sexual misconduct, and other policies.

**Termination:**

Either the Director of Music or the Session may terminate this employment agreement with 30 days' notice, with or without cause.

**Qualifications:**

- Demonstrated knowledge of church music and how to utilize it to enhance worship (required)
- Demonstrated ability to play the organ and piano as both a solo performer and accompanist (required)
- Demonstrated ability to direct a choir while providing accompaniment (required)
- Demonstrated ability to run an organized rehearsal and teach singing techniques as needed
- Excellent communication skills and ability to work in a team environment with choir members, colleagues in ministry, and church staff
- College degree in music performance or music education, including classical and/or sacred music training, or similar educational training (preferred)

**Musical Equipment:**

- Four Manual Custom Allen Organ
- Yamaha Baby Grand Piano
- Three Octave Handbell Set
- Hand Chimes Set

**Compensation:**

- Salary – \$36,000 to \$37,000 determined on an annual basis in the church budget
- Additional Compensation – determined by the wedding and funeral policies' fee schedule
- Continuing Education Stipend – determined on an annual basis in the church budget
- The Director of Music may use the organ for the purposes of giving private lessons to students, so long as they do not interfere with any activity of FPC or its space partners

**Leave:**

- Vacation Leave – 2 weeks (10 days of vacation leave). Vacation leave cannot be used for more than two (2) Sundays. It cannot be carried over to the next year without the approval of the pastor. Any accrued vacation leave not taken upon termination will be paid in full.
- Sick Leave – five (5) days of sick leave per year accrued at the beginning of the contract period. Sick leave cannot be used for more than two (2) Sundays or other day of worship.

- The Director of Music is expected to work on major days in the church year, including Christmas Eve, Palm Sunday and the rest of Holy Week, and Easter.
- Continuing Education - one (1) week per year.