

***JOB DESCRIPTION FOR THE POSITION OF  
DIRECTOR OF MUSIC MINISTRY/ORGANIST  
EBENEZER PRESBYTERIAN CHURCH, ASSOCIATE REFORMED***

Founded in circa 1785, Ebenezer Presbyterian Church is one of the oldest churches in York County, South Carolina, with a vibrant congregation composed of members of all ages. Our Sunday worship services are central to the life of the church, and music is a longstanding, essential element of our worship. With a membership of approximately 380, Ebenezer is a cornerstone of the Rock Hill, South Carolina, community.

**ABOUT THE POSITION:**

The Director of Music Ministry/Organist is responsible for developing and maintaining the church's comprehensive music program to benefit spiritual life through music at Ebenezer. By means of continual study and communication with church members of all ages and musical backgrounds, this person shall select music appropriate to the needs and growth of the congregation. The Director of Music Ministry/Organist shall seek to help musically talented people of faith use and develop their gifts in service to Christ and the Church. This is a full-time position.

**GOALS:**

The goals of the Director of Music/Organist shall be twofold. First, this person shall provide and lead musically talented church members in providing Christ-centered music that glorifies God, enhances the worship service, and supports the vision of our church. Second, as an effective teacher, well-trained in the fundamentals of music, conducting, and vocal and choral techniques, the Director of Music Ministry/Organist shall utilize choir rehearsal time wisely to educate members musically, with the result being an improved and growing music program at Ebenezer.

**QUALIFICATIONS:**

Profession of and evidence of a personal commitment to Jesus Christ as Lord and Savior as seen in personal maturity/integrity · Enthusiasm for serving Christ and the Church · Excellent musicianship and knowledge of a variety of music styles · High quality of excellence on the organ · Theological understanding of church music · Ability to effectively accompany and direct church choirs, soloists, and instrumentalists · Three-five years of experience (preferred) in a church music ministry including appropriate repertoire selection for both choral and instrumental settings and administration of a church music program · Strong organizational and planning skills · Bachelor of Music in organ, piano, voice, sacred music, or music education; music-related advanced degree and/or expertise in choral conducting, organ, or sacred music strongly preferred · Diploma from American Guild of Organists a plus

**JOB DUTIES:**

- Chancel Choir/Adult Music

Select and purchase anthems, special music, cantatas, and other music suitable for worship · Engage and process purchase order requests as necessary for soloists and instrumentalists providing worship music · Prepare for, accompany, and lead weekly rehearsals of Chancel Choir from September-May and, as necessary, in the summer months · Lead the choir when singing choral anthems in Sunday morning worship or in special services as needed (Special services may include, but are not limited to, Maundy Thursday, Communion Season, and Christmas Eve.) · Recruit new Chancel Choir members · Recruit soloists for services when choir is not present or when solo is desired as anthem · Maintain choral music library

- All Service Music:
  - Morning Worship

Prelude (2-5 minutes long) · Offertory · Postlude · Anthem and responses · Hymns · Other special music which could be in addition to or in place of the above listing

- Evening Worship

Prelude (2-4 minutes long) · Postlude · Hymns

- **Children's Music - Program Administration:**

Conduct or recruit volunteer(s) to conduct the Little Lights Choir (ages 3-6) and the Kingdom Kids Choir (ages 6-11) · As needed, provide volunteer training regarding proper vocal production for children's choirs · Work with these volunteers and the Director of Children's Ministry to grow the children's music program · Ensure adequate choir preparation and support activities as necessary · Approve new music and other costs related to children's choirs · Coordinate activities with the Director of Children's Programs · Ensure/coordinate set-up and removal of risers when children sing in worship

- **Instrumental Music – Program Administration:**

Approve, coordinate, and oversee regular and special maintenance work for organ and church pianos · Engage booking agent for symphony musicians for Lessons and Carols service and other services as needed · Serve as conductor/director for ad hoc vocal and instrumental groups (brass, handbells, other instrumental, choral quartets, etc.)

- **Other Music Program Administration and Responsibilities:**

Prepare for optimum performance on the organ and/or piano for rehearsals and worship · Available to play at church funerals (payment according to church policy) · Available to play for church weddings as requested (The bride and groom are responsible for payment as determined by the organist.) · Arrange for qualified substitute organist or pianist when absent from church services and inform Senior Pastor of arrangements · Prepare annual music budget and provide oversight and accountability for administration of it · Maintain long-term capital needs list · Coordinate selection of service music with the Senior Pastor · Attend/participate in staff and committee meetings

**ACCOUNTABILITY:**

The Director of Music Ministry/Organist shall be accountable to the Session and the Senior Pastor. This position is under the oversight of a sessional committee – Worship Committee – that will serve as an accountability and advisory group. This committee will meet on an as-needed basis.

**EVALUATION:**

An annual review shall be conducted by the Personnel Committee. This review may include feedback from the Senior Pastor, church staff, and others as deemed necessary by the Personnel Committee.

**HOW TO APPLY:**

Interested and qualified applicants should submit to [bmixon@comporium.net](mailto:bmixon@comporium.net):

- Cover letter: Introduce yourself and your interest in the position.
- Résumé: Include educational background, choral music and organ experience, church music program administration experience, and three professional references.
- Links to videos of choirs singing under your leadership and of your organ performance.

**SALARY RANGE:**

The salary range for this position is \$50,000 to \$60,000 based on qualifications and experience.

A continuing education stipend will be provided. Additional benefits to include health insurance, retirement, paid sick and vacation leave.

**ADDITIONAL JOB DUTY FOR APPLICANT CONSIDERATION:** Should the candidate possess the skills needed to direct our Worship Team/Adult Music small group and desire to do so, salary will be adjusted accordingly within the range given.