

Approved by Council 4/12/05

## Job Description

### Music Director

#### Responsibilities include:

- Creating a master list of music planned for each Sunday and email to recipients. Also ensuring that all music selections fit well with the overall service.
- Email bulletin to senior and associate ministers each week.
- Create organist schedule and email to recipients.
- Ensure that every Sunday is covered for music.
- Ensure handbells and children's choir perform regularly.
- Supervision of organist and choir director, including evaluations (with the senior minister).
- Serve as primary staff to Music Subcommittee (of Deacons).
- Attend weekly staff meetings and coordinate music with other staff.