

First Christian Church (FCC)

1314 SW Park Ave.

Portland, OR, 97201

Phone: (503) 228-9211

FCC Website: www.fccpdx.com

Email: info@fccpdx.com

Job Title: Director of Music and the Arts

Reports to: Senior Minister

Positions Supervised: All church sponsored choirs, soloists, and instruments

Work Location: First Christian Church, 1314 SW Park Ave., Portland, OR, 97201

Hours: 10 hours/week (vacation days on Sundays limited to 4 per year), One year contract

Date: 7/17/2017

Position Mission: The Director of Music and the Arts is responsible to the church and the Senior Minister for developing, implementing and promoting a comprehensive music and arts program to enhance these ministries of the church throughout the year.

Qualifications:

B.A. degree or higher in Music is required; ability and experience reading, performing and interpreting vocal music; work experience in choral singing, directing, accompanying, music teaching; the ability to read melodies, rhythms and scores with understanding of expected outcome; knowledge of liturgical concepts, sacred music, church culture, varied music styles and composers; demonstrates good communication, leadership, and organizational skills with knowledge of group dynamics and motivate and encourage volunteers.

Essential Job Functions:

1. Event and Worship Planning:
 - a. Coordinates music programs and events with church staff for scheduling, support and promotion.
 - b. Assists the Senior Minister in planning worship services and special programs.
 - i. Participates in Worship Team to plan and organize Sunday service format.
 - ii. Selects music, recommends, facilitates special readings, drama or artistic presentations.

- iii. Provides update reports at meetings.
- c. Plan, organize and promote programs to enhance the music ministry.
 - i. Provides articles for church newsletter to communicate plans and activities.
 - ii. Ensures that events are publicized.
- 2. Music Program Ministry:
 - a. Directs the organization and implementation of a comprehensive church music program including choir, vocals for adults, children and instrumental ensembles.
 - i. Researches, selects and adapts music for choir needs.
 - ii. Organizes and conducts choral groups and rehearsals.
 - iii. Provides teaching of music theory, technique and coaching.
 - iv. Conducts all worship presentations.
 - v. Develops children music opportunities, singing and use of instruments.
 - vi. Encourage new musical talent. Recruits members for the choir, other music groups or soloists and musicians for special programs.
 - b. Supervises the paid employee musician accompanists.
 - i. Works with Senior Minister and Personnel Committee to hire musician employees.
 - ii. Supervise the work of paid musician employees and volunteers and provides assessment and feedback.
 - iii. Conducts musician discussion meetings for the purpose of planning and evaluation.
 - iv. Completes annual employee evaluations for feedback for performance improvement, salary adjustment as applicable.

Review: Position is to be evaluated and re-negotiated after one year.