

**Forest Park Presbyterian Church (U.S.A.)
2300 S. Sunny Slope Road
New Berlin, Wisconsin 53151**

Position Description

Worship Accompanist and Music Director

- Position:
- Purpose: To provide musical leadership for the worship ministries of Forest Park Presbyterian Church
- Hours: 8-10 hours per week, to include Sunday morning worship, rehearsals, regular meetings with the Music and Worship Committee and with the Pastor.
- Holiday Hours: As listed in the Personnel Manual and as delineated in Responsibilities point #2, or as otherwise negotiated.
- Paid Vacation: Vacation will include three (3) weeks including a total of three (3) Sundays annually paid at 10 hours for the week. The Music Director will assist the church in finding a substitute. The church shall pay for the services of a substitute musician. Two (2) additional unpaid weeks including a total of two (2) Sundays annually may be taken. Paid vacation hours may be raised as a merit increase per annual performance review. No vacation may be carried over from one year to the next.
- Salary Range: Session to determine in conjunction with the Finance Committee by recommendation of the Personnel Committee.
- Accountability: To the Pastor as Head of Staff; to the Session/Personnel Committee in the absence of an installed or designated pastor.
- Termination: Either party upon 30 days' notice may initiate termination of this agreement.

The Music Director will support the ministries of the staff and leaders of the congregation. The following are **specific responsibilities**:

1. Provide accompaniment (on piano or organ) for choral responses and hymns, as well as providing a prelude, postlude and other accompaniment as needed for the 9:30 AM service regularly scheduled on Sunday morning. Hymns and choral responses are selected by the pastor.
2. Provide music for special services as needed during the year, for instance: Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving, Christmas Eve, Easter and other special events.
3. Provide an anthem for every service, encompassing a wide variety of musical styles. This should include coordinating special music / anthem for at least two Sundays of the month using small ensembles, soloists, handbell choir, and instrumentalists from the congregation. When words are part of the anthem, care will be taken to ensure that the text conforms to theological standards of the PC(USA) and the congregation. The pastor will assist with theological questions.
4. The music director/organist has first right of refusal at all weddings and funerals requiring piano or organ held at the church. Fees are suggested in the wedding and funeral policies of the church.
5. Collaborate with the pastor and/or Worship & Music Committee in general planning and leadership of the music program.
6. Be responsible for the purchase of necessary music and music supplies and the hiring of instrumental and vocal soloists for special events. Expenditures in this area shall not exceed the amount provided in the church budget unless approved through regular processes as defined by congregational policies and procedures. All expenditures are subject to approval of the Chair of the Worship & Music committee.
7. Arrange for periodic tuning of the organ and pianos, and report to the Worship and Music Committee maintenance needs and general condition of the instruments.
8. Be responsible, in cooperation with the Worship & Music Committee, for setting policies regarding the use of the church's musical instruments.
9. Work with volunteers to maintain the organization and proper maintenance of the music library.
10. Maintain awareness of copyright and licensing guidelines, and report music used in worship to licensing agencies as required.

To apply, send an email with your resume to revkimfppc@outlook.com.

Reviewed/Revised 2024