



## **DIRECTOR OF MUSIC Position Overview**

Sardis Presbyterian Church is an inclusive community of faith in Charlotte, North Carolina. We are called to equip disciples of Jesus Christ to impact the world. Music is an integral part of the life and worship at Sardis Presbyterian Church. People of all ages and musical backgrounds come together to praise God through music and community. The current music ministry includes both traditional and contemporary music programs for all ages, choral choirs, handbell choirs, and ensembles.

### **Principal Function**

The Director of Music oversees a vibrant music ministry that enhances congregational worship and fellowship by engaging all age levels in a variety of musical experiences. The primary responsibilities of this full-time position is to provide joyful and collaborative leadership for the liturgical tradition of sacred music and to provide oversight of the contemporary music program. This position is accountable to the Session through the Personnel Ministry and is supervised by the Senior Pastor.

### **Responsibilities**

#### **1. Plan, organize, and lead the music ministry**

- a. Plan, coordinate, and evaluate a comprehensive music program inclusive of all age groups
- b. Collaborate with the pastors and others to plan Sunday worship and other special services consistent with the liturgical calendar or thematic focus of the service
- c. Oversee the recruitment, rehearsal, and direction of traditional choirs and ensembles
- d. Hire and supervise any future music associates as needs are identified and budgets allow
- e. Lead, coordinate, encourage, and supervise accompanists, instrumentalists, and volunteers
- f. Schedule participation of musical groups in worship and special services
- g. Serve as the first musical contact for weddings, funerals, memorial services, and other programs
- h. Perform other duties as assigned by the Senior Pastor

#### **2. Administer the music ministry program**

- a. Manage administrative tasks including communication, budget, substitute musicians, information, and obtaining copyright permissions
- b. Select, purchase, and maintain the music library, instruments, equipment, and supplies according to church budget and policies

- c. Participate in assigned administrative meetings and committees

**Educational and Professional Qualifications**

- a. A bachelor or advanced degree from an accredited college/university, with emphasis in voice, organ, and/or conducting
- b. Proven skills and performance capabilities in one or more of the following areas: organ, piano, voice performance, choral/handbell/orchestral conducting, sight reading, and/or music pedagogy
- c. Preferably five years of experience, but a minimum of three years, in church music leadership
- d. Knowledge of and experience with the sacred music repertoire
- e. Experience with music programming for multiple age levels
- f. Proven leadership, communication, and organizational skills
- g. Ability to work effectively in both collaborative and independent situations
- h. Sound judgment, confidentiality, professional demeanor, flexibility, and creative problem solving
- i. Desire for professional development and growth in music ministry
- j. Technological proficiency for management of administrative tasks, communication, and online worship experiences
- k. Willingness to support the integration of music within the reform theological tradition to enhance faith formation for all participants

**Applicants for the position should submit the following items:**

- a. Resume
- b. A cover letter that addresses the applicant's ability to perform the responsibilities of the position, employment and professional experiences, and personal contact information
- c. Documentation of formal education and training in music upon request
- d. A digital portfolio representative of the applicant's capabilities
- e. Contact information for three references

Applications and supporting documents should be submitted in pdf format to [careers@sardis.org](mailto:careers@sardis.org)

Review of applications will begin as received and continue until the position is filled.

The salary range for this position is \$55 - \$70,000, commensurate with experience. Additional benefits: 403(b) program with matching contribution, medical insurance, dental insurance, paid time off, and professional development.