

**First Christian Church (FCC)**

**1314 SW Park Ave.**

**Portland, OR, 97201**

**Phone: (503) 228-9211**

**FCC Website: [www.fccpdx.com](http://www.fccpdx.com)**

**Email: [info@fccpdx.com](mailto:info@fccpdx.com)**

**Job Title:** Director of Music

**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 – 12 hours a week average with seasonal variation, e.g., Christmas, Easter  
(Sundays vacation days limited to 4 per year),

**Date:** 7/1/18

**Pay:** \$1400 month

**Position Mission:** The Director of Music is responsible for developing, implementing and promoting a comprehensive music program to enhance the ministries of the church throughout the year in collaboration with the Senior Minister(s).

**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; demonstrate good communication, leadership, and organizational skills with knowledge of group dynamics; ability to engage, 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(s) in planning worship services and special programs.
  - i. Helps to plan and organize Sunday service format and schedule.
  - ii. Selects and recommends music for worship and for special events.
  - iii. Provides update reports at meetings.
- c. Plans, organizes and promotes 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 and varied church music program.
  - i. Researches, selects and adapts music for choir needs.
  - ii. Organizes and conducts musical groups for rehearsals and worship.
  - iii. Engages children, youth and adults in other musical opportunities beyond choir.
  - iv. Encourages and recruits musical talent including new choir members, variety of other music groups or soloists, musicians for special programs.
- b. Supervises the work of musician accompanists and volunteers.
  - i. Works with Senior Minister and Personnel Committee to hire musician employees.
  - ii. Plans and evaluates work of paid musician employees and volunteers.
  - iii. Completes annual employee assessment and monitors performance improvement as needed.

**Review:** Position to be evaluated annually.

Please send cover letter and resume to:

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