

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.2.4

MUSIC DIRECTOR

6/11/2016

Music Director:

The Music Director is a part-time position for the purpose of planning, directing and leading the music programs of White Bluff Chapel reflecting the Chapel Mission Statement, Statement of Purpose and Statement of Faith.

The Music Director, in carrying out the music ministry of the Chapel, shall support the Pastor with ultimate responsibility to the Staff Relations Committee.

Responsibilities:

- Work with the Chapel Staff and Committees to plan Sunday worship services as well as special services such as Veteran's Tribute, Thanksgiving, Christmas Eve, Advent, Lent, Tenebrae, Easter and Memorial Day.
- Serve as a member of the Worship Committee.
- Attend Staff meetings.
- Select diversified hymns for Sunday worship services.
- Participate in determining the order of worship and provide the hymns to the office administrator by Wednesday for the bulletin.
- Direct the choir and lead the congregation during Sunday worship service as well as special services. Arrange for a substitute when the Director is absent.
- Prepare the annual music budget request in coordination with the Worship Committee.
- Order music for the choir.
- Rehearse with the choir once a week (additional rehearsals are sometimes necessary)
- Introduce and teach new music to the choir.
- Work with soloists and small groups who perform for worship services.
- Supervise the duties and activities of the Music Accompanists.
- Plan special events and arrange for special groups to perform for the Chapel.
- Work with community churches to organize special events.
- Facilitate musical requests for special services.
- Coordinate any continuing education activities for the Music Director and/or the choir.
- Coordinate with the Audio/Video Committee all requirements necessary in support of the music programs of the Chapel.