



St. Philip Presbyterian Church in Houston, Texas is seeking either a half-time Music Director to work alongside other part-time music staff or a full-time Director of Music to have a broader scope of responsibilities for the church's music ministry. The position description lists the expectations and duties of the half- and full-time positions.

To apply: please submit a cover letter, a detailed CV, and names and contact information for at least three (3) references. In addition to the typical information included in a cover letter, please identify which position (half-time Music Director or full-time Director of Music) you are seeking at St Philip. Send materials to musicsearch@saintphilip.net

POSITION DESCRIPTION

- I. **TITLE:** **Music Director (Half Time)** or **Director of Music (Full time position)**
- II. **PURPOSE:** The **Music Director** or **Director of Music** provides vision, overall leadership, and coordination for a comprehensive music ministry for St Philip Presbyterian Church.
- III. **ACCOUNTABILITY:** The **Music Director** or **Director of Music** is accountable to the Pastor as Head of Staff and to the Session through the Personnel Committee.
- IV. **RESPONSIBILITIES for Half Time Position**
 - a. Collaborating and coordinating with the organist, worship and music committee, other music leaders and the church staff to promote the ministry of music for the entire congregation, including children, youth, and adults.
 - b. Leading the St. Philip Choir, leading and/or coordinating children, youth and adult vocal or instrumental ensembles as they are developed.
 - c. Working with pastors, organist, and Worship & Music Committee to plan all worship services and collaborating with other program committees as necessary.
 - d. Occasionally serving as organist/ principal musician for Sunday services.
 - e. Providing input into the annual budgeting procedure of the Worship & Music Committee.
 - f. Obtaining services of instrumentalists, both paid and volunteer as needed for works to be done by the adult choir.

- g. Overseeing maintenance of the church's music library, purchasing new music when needed.
- h. Overseeing all staff singers.
- i. Play occasional weddings and memorial services (for additional fees).

Additional Responsibilities for Full time Director of Music:

- j. Envisioning, designing, implementing, and coordinating a comprehensive ministry of music for the entire congregation, including children, youth and adults.
 - k. Leading the adult handbell choir, leading and/or supervising other children, youth, or adult ensembles as they are developed.
 - l. Exercising primary responsibility for oversight and maintenance of church's musical instruments, which includes a 48-stop organ by Paul Fritts (2010), a harpsichord by John Phillips (2012), and a Steinway concert grand piano.
 - m. Serving as Chair of the Music at St Philip Committee, curating and overseeing its annual concert series.
- V. **RELATIONSHIPS:** Collaborate with other members of the church staff to ensure adequate staff leadership and support for existing programs and in developing and supporting new programs where needed. Attend staff meetings and worship committee meetings. Represent the church within the larger music community.
- VI. **EVALUATION:** Performance reviews will be conducted annually by the Pastor and reported to the Personnel Committee. The Personnel Committee will review annually the adequacy of compensation and make recommendations to the Session.