

**Old Stone Presbyterian Church  
91 Public Square Cleveland, OH 44113**

**Position Description and Offer of Employment – October 2018**

**Title:** Director of Music and Musical Arts

**Introduction:**

The Old Stone Church (First Presbyterian Church of Cleveland) in the heart of Greater Cleveland celebrates a rich history of serving and engaging the life of the city and its leaders, reaching out to those in need through works of mission and justice, and offering a high level of sacred worship and outstanding preaching. Part of the Old Stone Church's rich history also includes high quality liturgical music and other blended and contemporary sacred musical endeavors supported by a team of capable soloists and musicians.

**Purpose:**

The Director of Music and Musical Arts (DOM) serves to glorify God and edify God's church through the gifts of music direction, mature leadership, and a spirit of good will. The DOM is the choirmaster and principle organist of the Old Stone Church. The DOM works closely with Senior Pastor/Head of Staff to lead, manage and co-ordinate the music program as an effective part of the Old Stone Church's overall ministry, supporting its mission to "Love Christ and Serve City: Spiritually, Socially and Culturally" and its core values of "Faith, Hospitality and Excellence."

**Accountability:**

The DOM is accountable to the Senior Pastor/Head of Staff in the fulfillment of the worship and music program as identified by the Session and its various ministry teams.

**Essential Responsibilities:**

The Director of Music and Musical Arts:

- Supports the worship life of the reformed and Presbyterian (USA) congregation through music excellence, a strong background and training in liturgics, particularly in the reformed and Presbyterian (USA) tradition, a gracious attitude and collegial spirit;
- Works closely with Senior Pastor in planning and selecting music for all worship services during regularly scheduled meetings;
- Serves as choirmaster and primary organist/accompanist for all choirs or arranges paid and volunteer support from within the choir and/or congregation to accompany;
- Hires soloists, recruits and trains volunteers, and rehearses all choirs and ensembles of the church, including guest musicians for special occasions and substitutes;
- Creates, develops, and builds children and youth choir/music programs;
- Encourages and equips the congregation for congregational singing and learning hymns as required;

- Provides or arranges for the provision of music at weddings and funerals and provides consultation and advice to wedding parties or bereaved families;
- Offers music leadership in the weekend wedding/marriage preparation program;
- Works collegially with the wedding coordinator in preparation for the wedding music and soloists;
- Faithfully plans and manages the music budget;
- Manages the choir library and maintenance of the Holtkamp organ, church pianos and other instruments;
- Provides oversight of the Holtkamp Organ. (e.g. certification of any other musicians who may apply to use this instrument);
- Submits appropriate payment invoices to church for payment;
- Programs and manages special concerts, visiting choirs and music events;
- Submits information for weekly bulletin and other services, programs and events in a timely fashion as determined by the administrative staff. (currently Wednesday by noon);
- Willingly uses and develops a broad range of musical styles as needed for a variety of worship styles;
- Is an active, vested, supportive team member of the church staff and attends weekly staff meetings;