



April 10, 2025

First Presbyterian Church of Lancaster, PA
A congregation of the Presbyterian Church (USA)

Position: Director of Music Ministry

First Presbyterian Church of Lancaster, Pennsylvania, invites applications for the position of Director of Music Ministry. This role offers a meaningful opportunity to lead and shape the musical life of a vibrant and historic congregation that values both traditional and contemporary expressions of worship.

The Director of Music Ministry will provide leadership and coordination for all aspects of the church's music program. This includes directing the Chancel Choir, collaborating with pastoral staff to plan worship services, supporting other music ministry leaders, and organizing special music events throughout the year. The ideal candidate will demonstrate strong musical expertise, a deep and mature Christian faith, and the ability to inspire and engage volunteers and musicians across generations. This is a part-time position, requiring approximately 20 hours per week, including evening rehearsals, Sunday services, and special events.

To express interest, please submit a cover letter and resume to openings@fpclancasterpa.org. The application deadline is May 2, 2025.

We encourage all qualified candidates to consider this opportunity to join a supportive and faithful community where music plays an integral role in our worship and spiritual life. More information about our congregation and ministry can be found at www.fpclancasterpa.org and about our denomination at www.pcusa.org.



First Presbyterian Church Job Description

Position: Director of Music Ministry (part-time)

Purpose: Provide leadership and coordination to the music ministry of the church

Reports to: Associate Pastor

Supervises: Functional supervisor of music ministry staff, volunteers and guest musicians; collaborates with and coaches Praise Band leader and digital production specialist; the Director of Music Ministry is not responsible for administrative/managerial oversight of staff.

Essential Functions:

Lead music ministry of the church

- Recruit and lead Chancel choir; select music for weekly service based on scriptures and themes supplied by pastors; prepare for and conduct weekly rehearsals (September through May); prepare scores, order music and main music library of FPC
- Provide support to organists, bell choir and children's choir leaders
- Coordinate music for traditional and on-line services year-round using congregational members and guest musicians; provide guidelines and recommendations for music to be implemented; submit timely payment requests for guest musicians
- Arrange for outside instrumentalists and soloists for special services (Christmas Eve, Good Friday, etc.)
- Minister to choir members; contact those who are ill or need care, send flowers, cards and visit as appropriate
- Coordinate concerts held at FPC by outside performing groups
- Prepare and submit timely articles regarding the music program and events for church newsletter and publicity materials
- Prepare and administer annual music budget; maintain sanctuary organ (with FPC organist) and pianos by arranging for maintenance as needed to maintain all in good working order

Knowledge/Skill/Ability Requirements:

- Four-year college degree in music, or equivalent, is required, Master of Music preferred
- A minimum of three years of experience as a choir director and director of music, or equivalent and transferable experience
- Demonstrated knowledge of and experience working with and training singers
- Knowledge of sacred choral repertoire
- Understanding and willingness to support contemporary worship music
- Experience conducting orchestral instruments
- Strong time management, communication and organization skills; self-motivated leader

- Mature faith in Jesus Christ
- Keyboard skills preferred

Core Competencies

Spiritual Maturity – has a grounded faith with guides decisions and is able to lead others in music that inspires participants and listeners.

Team Building and Motivating Others – creates climate in which people want to do their best; motivate volunteers and empower others.

Work Relationships: Leadership and supervision of music ministry staff and volunteers, frequent communication with pastoral staff for planning of music which is compatible with, and reinforcing of, theological messages; communication and coordination within the Lancaster community and beyond for special event planning; occasional participation in staff meetings; serve as a resource for staff in music ministry matters (hymn selection, children's choir, handbells, and children's Choral Camps).

Physical Requirements: Job requires physical navigation of steps throughout the church; lifting and moving boxes of music and supplies (up to 25 pounds); excellent hearing; direct and assist with preparation of sanctuary for music events (risers, music stands, chairs, podium, microphones).

Availability for Work: Job requires approximately 20 hours per week throughout the year with weekly evening hours for rehearsals as well as Sunday and holiday hours. Work schedule during the summer months is focused on planning the music program for the rest of the year; weekly rehearsals are suspended June-August.

Work Environment: Church property in the City of Lancaster; buildings 100+ years old; exceptional Aeolian-Skinner organ and several high-quality pianos

Description Approved: _____, Pastor Date: _____

Description Approved: _____, Personnel Rep Date: _____

Description Acknowledged: _____, Incumbent Date: _____