



Position Title: Director of Music Ministry

Revised: February 2026

Reports to: Senior Pastor/Head of Staff; also works with Worship & Music Council

Exemption Status: Non-exempt, part time (20 hours per week)

Supervises:

1. Organist
2. Ignite Worship leader
3. Bell choir director and leaders of intermittent Highland ensembles including children's choir, youth choir, brass, and orchestra

Position Summary:

1. Ministry – Grow and maintain a vibrant and inspiring music ministry that enhances worship, spiritually nourishes the congregation, and meets the needs of all age groups.
2. Discipleship – Prepare Highland members for discipleship and equip them to serve Jesus Christ.
3. Creativity – Work cooperatively with pastoral staff and Worship & Music Council to promote creativity in worship.
4. Musical Variety – Provide a mix of choir anthems, vocal and instrumental solos, and ensemble music that reflects a broad repertoire and variety of genres including classical pieces and more recent compositions.

Responsibilities:

Rehearsals and Worship Services

Required

1. Chancel Choir Rehearsals – Prepare for and lead weekly choir rehearsals from September through May and on Communion Sundays (generally 1st Sundays) in June, July, and August. Choir rehearsals are generally two hours on a weekday evening (currently Wednesdays) and for 30 minutes prior to Sunday morning worship.
2. Worship Services – Lead the choir at Sunday morning worship from September through May and on Communion Sundays in June, July, and August.
3. Festival Days – Prepare for and lead special music for Christmas and Holy Week/Easter. As appropriate, lead Advent and Lenten cantatas (during Sunday morning worship) featuring Highland choir(s) and instrumentalists.
4. Collaboration with Organist – Work with Organist on service music and other aspects of worship involving the Organist.
5. Soloist and Ensemble Recruiting – Recruit soloists or ensembles to augment Sunday morning worship from September through May and provide music on non-Communion Sundays in June, July, and August. When organist is unavailable for weddings and funerals, follow Highland guidelines to recruit soloists as needed.

6. Soloist and Ensemble Rehearsals – Lead and/or accompany rehearsals for soloists, bell choir, and intermittent Highland ensembles such as children’s choir, youth choir, brass, and orchestra.
7. Substitutes – Engage appropriate substitute(s) when Highland music staff are not available to provide music for any of the services listed above.

Preferred

1. Organ – When Organist is unavailable, serve as keyboardist at Sunday morning worship.
2. Ignite Worship – Assist Ignite Worship Leader as needed and appropriate.
3. Highland Performing Arts – Lead Highland choir(s), soloists, and/or ensembles in rehearsing and performing an annual concert traditionally held in early June.

Administrative Duties

1. Worship Music – For Sunday morning worship, plan and coordinate music (hymns, anthems, etc.) that reflects weekly worship themes.
2. Highland Ensembles – Provide artistic direction and organizational management for bell choir and intermittent Highland ensembles including children’s choir, youth choir, brass, and orchestra. Assist in selecting and arranging repertoires. With approval of Senior Pastor and Worship & Music Council, identify volunteer directors/leaders for these ensembles.
3. Highland Performing Arts (HPA) – Provide artistic direction and organizational management for this series which runs throughout the calendar year. Attend monthly HPA committee meetings (generally 1st Thursdays) to assist HPA committee in identifying and coordinating with potential artists or ensembles. Arrange for instrument tuning if required prior to concerts.
4. New Music – Purchase music for Highland choirs and ensembles that reflects a broad repertoire and variety of musical genres.
5. Instrument Maintenance – Oversee the maintenance and tuning of Highland instruments including piano, digital harpsichord, timpani, bells, etc. [Organist is primarily responsible for organ maintenance.]
6. Music Library – Maintain music library database and assist choir librarians in organizing printed copies of music.

Staff Duties

1. Meetings – Participate in weekly worship planning meetings and staff meetings (typically Tuesday afternoons). Participate in meetings of Worship & Music Council (typically 4th Tuesday evenings by Zoom).
2. Budget – Manage music budget in consultation with Senior Pastor/Head of Staff and Worship & Music Council chair(s).
3. Other Duties – Perform other duties as assigned by Senior Pastor/Head of Staff.

Expectations:

1. Be a creative, visionary, and dynamic leader. Serve as a vital, collegial member of Highland's professional staff and be involved in Highland's wider ministry.
2. Demonstrate strong musical skills, ideally including strong keyboard skills.
3. Foster participation in and commitment to Highland's music program.
4. Be a committed Christian.

It is expected that this employee will be familiar with and supportive of Highland's mission and vision. This person will also be supportive of the church's ministry through cooperation with other staff, church members, and visitors. The intent is to create a collegial ministry with the congregation, preparing Highland members for discipleship, equipping them to serve Jesus Christ.

Confidentiality: Employment at Highland requires maintaining confidentiality in relation to all private communication and member information that is not intended for public knowledge.

HIGHLAND'S MISSION AND VISION:

*At Highland Presbyterian Church, we are seen, known, and loved by God
and we strive to see, know, and love God, all God's people and the world God created.*

Staff person initials: _____

Date: _____

Supervisor initials: _____

Date: _____