

Buckingham Presbyterian Church  
241 Buckingham Road  
Fort Myers, FL 33905

Position Description  
**Director of Music**  
(Effective 4/2022)

**Purpose**

To provide music direction for the congregation and choir of Buckingham Presbyterian Church of Fort Myers, Florida

**Accountability**

The Director of Music is accountable to the Pastor who serves as Head of Staff on behalf of the Session and the Personnel Committee.

**Responsibilities**

- Rehearse and direct choir and musical groups for singing during all rehearsals and concerts.
- Coordinate and administer such activities as purchasing music, preparing the music program budget, arranging the seating of the choir, and recruiting personnel for the choir.
- In conjunction with the church organist, secure the services of a competent substitute organist for all worship, funeral, memorial, and wedding services at which the church organist cannot play.
- Meet with the Pastor as needed to integrate the music program into the overall ministry of the church.
- Submit to the church office each week the music, titles and the anthem(s), solo(s) or other special music to be sung or performed at services in time for inclusion in bulletins. (Also include publisher, publishing date, and writer(s) for proper copyright license credit)
- Encourage the use of music at all levels of the congregation's life and publicize all special music activities, programs, and events.
- Provide for the maintenance, tuning, and upkeep of all of the church's musical instruments (i.e., organ, pianos).
- Lead the congregation's hymn singing.
- Develop and continue programs for the appreciation of music in the life of the church.

**Qualifications**

- Made a personal profession of faith in Jesus Christ.
- Ability to enjoy and lead people in a helpful and creative manner.
- Good musical direction skills and the ability to effectively organize time, volunteers, and tasks.
- Submit to a background check.
- Someone who loves the church, the music, and a love for praising God.

**Terms**

- The position is part-time and will normally include at least 2 to 4 hours of rehearsal time and necessary time on Sunday morning.
- The remuneration and benefits for this position will be negotiated and written in a signed Letter of Understanding.

**Vacation and Professional Development**

- Vacation according to guidelines in "Detailed Personnel Policies"
- The church would pay for and will attend workshops and seminars at the discretion of the Pastor.