

Job Description  
Music Director/Organist  
First Presbyterian Church PC (USA)  
166 Poplar Ave.  
Memphis, TN 38103



First Presbyterian Church  
FIRSTPRESMEMPHIS.ORG

### **General Position Description**

First Presbyterian Church of Memphis is seeking a part time Music Director/Organist (approximately 12 hours/week) for weekly Sunday worship with additional seasonal services throughout the year, to begin immediately. The Music Director/Organist, in partnership with and under the supervision of the Pastor, plans, prepares and provides music for worship. To apply, please send resume, cover letter and two references to The Rev. Dr. Kori Phillips McMurtry at [kori@firstpresmemphis.org](mailto:kori@firstpresmemphis.org).

### **Specific Responsibilities**

- Work collaboratively with the Pastor, church staff and congregation.
- Plan the music and provide accompaniment for Sunday worship services and special services (Christmas Eve, Ash Wednesday, Holy Week, the installation of a pastor, for example) in coordination with the Pastor.
- Coordinate music for unscheduled special services (weddings, memorial services). The Music Director/Organist may negotiate a special fee with the parties involved.
- Direct, rehearse, accompany and conduct the choir.
- Organize and book paid section leaders and special musicians, in accordance with church budget.
- Recruit new choir members, develop and nurture relationships with musicians and singers from area churches and colleges to occasionally include in our worship music.
- Order supplies related to the church music program and take responsibility to ensure that the instruments are in tune in accordance with Joyful Noise committee and the church budget.
- Maintain license records for music used in worship.
- Ensure that the church is meeting all requirements of copyright law for printed music and for livestreaming services; perform all copyright reporting in a timely manner.
- Attend weekly staff meetings.
- Attend monthly Joyful Noise Committee meetings.

### **Qualifications/Skills**

- Bachelor's degree in organ/music/voice/related field or AGO certification.
- Proficiency in accompanying choirs and soloists in a variety of musical styles.
- Strong knowledge of sacred music and hymnody.

### **Benefits, Compensation, Vacation**

- The Music Director/Organist's position offers \$17,000 per year.
- The Music Director/Organist shall have two weeks paid vacation, plus all paid federal holidays. He/she shall be responsible for arranging supply musicians for those times.
- Arrangements for use of the church building and its instruments for personal teaching and tutoring may be negotiated.

*First Presbyterian Church Memphis is a caring community of all kinds of people from all over Memphis who believe that we are all God's children. With joyful hearts and open arms we welcome everyone to our church regardless of age, race, gender, sexual orientation or economic or family status.*