

## **WEST SIDE PRESBYTERIAN CHURCH**

### **JOB OPENING: Full-time Minister of Music**

**REPORTS TO:** Pastor/Head of Staff

**DIRECT REPORTS:** Contemporary Worship Leader, Assistant Organist or Choir Director (open position), Section Leaders, other contract musicians

**JOB SUMMARY:** We are seeking a passionate, skilled musician and leader who has a deep understanding of traditional and contemporary worship and its ability to connect people to God. This person will play a vital role in shaping our worship experience and helping our community grow spiritually, continuing our tradition of musical excellence while innovating and expanding our musical horizons, and attracting, nurturing, and empowering musicians within our congregation and beyond.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Music and Worship**

- Possess and communicate a deep faith in Jesus Christ, with a love and care for the people of God.
- Plan the music for all worship services in partnership with the pastor, the contemporary music leader, and other music staff to enhance the worship of God by the full congregation.
- Possesses a broad knowledge of sacred music, both traditional and contemporary, with the ability to select music in correlation with the liturgical calendar or theme of worship.
- Innovate and expand the circle of choices in all our music – songs, hymns, anthems, concerts – to reflect a diversity of styles, traditions, and cultures.
- Lead the choirs and play organ and/or piano (preferably both) for worship. Choirs include:
  - Chancel and oratorio choirs, including orchestra or instruments for special events.
  - Youth and children’s choirs (Graded Choir Program)
  - Bell choirs
- Plan and conduct scheduled choir rehearsals at all levels, child through adult, and oversee and collaborate with the contemporary band.
- Provide appropriate musical leadership and accompaniment for all services, including special Christmas and Easter season events, weddings, and memorial services.
- Provide vision and leadership for the evolution of the music programs.
- Direct and coordinate longstanding community outreach programs, such as the oratorio choirs, Summer Choir School, and West Side Concert Series, and develop new outreach programs, such as Open Mic Nights, Jazz Vespers, and Evensong.
- Collaborate with technical staff to enhance the experience of music in online worship.
- Work with staff and lay leadership in developing and implementing programs relating to the current church action plan (West Side Story 2.0).

#### **Team Development and Management**

- Develop, supervise, and review part-time music staff, such as the contemporary worship music leader and assistant organist or choir director.
- Hire, develop, and supervise choral section leaders, instrumental contractors, and supplemental directors.
- Recruit, develop, and nurture volunteer musicians from the congregation and community at large.

- Arrange for substitute director and/or organist as needed.
- Create, maintain, and oversee schedules for the music staff, including section leaders, instrumentalists, and supplemental directors.
- Promote a culture of high performance and continuous improvement that values learning, commitment to quality, and innovative approaches.

### **Administration and Collaboration**

- Attend staff meetings and work with staff to build and nurture the church community.
- Coordinate with the Music and Arts Committee as deemed appropriate, including involvement with the West Side Concert Series and the Art Gallery.
- Process payments for choral section leaders and instrumental contractors in a timely manner.
- Propose annual music program budget for approval by Session and administer the approved budget for all program activities.
- Supervise the maintenance of the organs, pianos, and other instruments. (Instrument list included at end.)
- Supervise maintenance of, and additions to, the music library, which includes more than 1500 titles, ranging from traditional and modern choral anthems for adult choir to anthems for youth and children's choirs. Additionally, there is a significant library of classical choral scores for over 40 oratorios, masses, cantatas, chancel dramas and other large choral works.
- Procure and provide materials, supplies, instruments, and other music equipment for use in church programs.
- Collaborate with the Director of Communications to provide timely updates to our website and video channels.
- Obtain copyright and performance releases as needed.
- Perform other responsibilities as assigned.

### **PREFERRED QUALIFICATIONS**

- Advanced music degree with emphasis in sacred music, including traditional and contemporary church music, or organ performance.
- Choir direction specialist with keyboard proficiency.
- Strong communicator with excellent interpersonal skills. Proven ability to work collaboratively with pastors, staff, lay leadership, congregation, and the community at large.
- Well-organized manager with experience directing a multi-dimensional music program for a large, diverse, progressive church encompassing different styles and traditions of worship.
- Demonstrated ability to engage and attract musical talent from the community at large.

### **AVAILABILITY**

This is a year-round position. As is the nature of ministry, hours can vary and, at times, be many. That said, the church holds a high value in work/life balance and every effort will be made to honor that value.

Anticipated start date Fall 2023 - January 2024. Transition will include a 7-12 month overlap with the current Minister of Music, who is retiring in August 2024.

## **SCHEDULE**

Sundays and rehearsal dates are essential. Otherwise, the schedule will be based on the needs of the ministry and in agreement with the Pastor/Head of Staff, typically Sunday through Thursday.

## **COMPENSATION**

\$70,000 - \$110,000 - Competitive to marketplace and commensurate with experience. Includes benefits.

## **TO APPLY**

Please submit a cover letter of interest in the position and an up-to-date resume to [jobs@westside.org](mailto:jobs@westside.org). Submissions must include links to recordings (video preferable) of yourself performing on organ, conducting choral ensembles, and (if available) directing a rehearsal.

## **ABOUT WEST SIDE PRESBYTERIAN CHURCH**

Founded in 1912, West Side Presbyterian Church is a welcoming, inclusive church where people of all ages grow in faith, form lasting friendships, and help our neighbors in need.

### **Our Mission Statement**

West Side is a welcoming church, rooted deeply in Christ, inviting all to connect, grow and serve.

### **Our Core Values**

#### **Living Contemplatively**

We seek to be fully present to life as it is, purposeful in our approach to living and grateful for our blessings. We are pilgrims on a journey, being transformed by our experience and moving with faith toward Christ's vision of health and wholeness for all.

#### **Loving Inclusively**

We believe every human being is created in God's image. As Christians, we are called to love God and God's creations, ourselves, our neighbors, strangers, the marginalized and our enemies. We value differences and honor diversity, recognize unique perspectives, talents, and experiences, and learn from each other.

#### **Sharing Generously**

We invest our time, talent and treasure in our community, knowing with God's help we can do more together than by ourselves. We share and speak openly about our successes and failures, hopes and fears, dreams and doubts, trusting that our real stories connect us to God and to one another.

#### **Acting Justly**

We aspire as disciples of Jesus, shaped by biblical witness, to be instruments of justice, forgiveness and peace. We strive to humbly share Christ's love and light where we live, work, play and serve.

## **Music Ministry Vision Statement**

Music and the creative arts  
awaken all to God's presence,  
unite us with God and each other, and  
deepen our understanding of God's word,  
so that we celebrate God's love and power,  
grow in faith, and  
serve all people in Christ.

## **Statement from the Music Reimagination Committee**

We envision West Side as a growing center of creativity ....

- Inviting all to experience the power of music and the arts to awaken us to God's presence, unite us with God and each other, and deepen our understanding of God's word and inspire us to serve,
- Inviting and facilitating the ability of everyone to join in with thriving programs for all ages, providing the foundation for inspiring worship while nurturing talent in the congregation and beyond,
- Always innovating, expanding the circle of choices in all our music – songs, hymns, anthems, concerts – to reflect a diversity of styles, traditions and cultures,
- Sharing our gifts and providing access to community musicians and artists, especially with those whom Jesus most loved – the marginalized and the underserved.

## **MUSICAL INSTRUMENTS**

- 2007 Nichols & Simpson Pipe Organ – 3 manuals/pedal, 65 ranks (Antiphonal prepared for, not installed); Electric Slider action; no digital stops; Peterson 4000 memory unit; Specifications available upon request.
- 2014 Francois Desautel Pipe Organ – 2 manuals/pedal, 6 ranks; Tracker action, electric blower
- Steinway D piano (2006)
- Steinway A piano (2006)
- Bosendorfer upright piano (2002)
- Schimmel upright piano (2006)
- Keith Hill Harpsichord – 2 manuals 8 and 8/4 with buff
- Whitechapel Handbells – two sets, 5-octaves each; Suzuki/Malmark Choir Chimes, 7 octaves; Petit and Fritzen Handbells, 2+ octaves
- Orff Instrumentarium – BX, BM, 2 AX, 2 AM, SX, SM, 3 AG, 3 SG
- Hand drums, and other assorted small percussion instruments
- Ross Orchestral Chimes
- Chau Gong 32"