

ROYSTER MEMORIAL PRESBYTERIAN CHURCH

TITLE

Choir Director/Organist (Part-Time, Exempt)

REPORTS TO

- Pastor
- Collaborates with Worship Ministry Team

About Royster Memorial Presbyterian Church

Royster Presbyterian Church is a Christ-centered church focused on acceptance and inclusivity. Believing that the love and grace of God embraces everyone, we welcome into our fellowship all people, regardless of age; gender; ethnic, cultural, or racial identity; sexual orientation; economic, occupation, or educational status; faith background; and mental or physical abilities. We also welcome those in the military who are in our community. You matter to us, and we'd love to welcome you into our faith community.

Position Summary

The Choir Director/Organist leads the music ministry of Royster Memorial Presbyterian Church by supporting congregational singing, directing the adult choir, supervising section leaders, and playing the organ and/or piano for worship services and seasonal programs. This ministry supports worship that is spiritually uplifting, musically excellent, and theologically grounded.

Responsibilities

Worship & Music Leadership

- Selects and prepares liturgically and seasonally appropriate music.
- Plans music and hymns collaboratively with the Pastor.
- Directs weekly rehearsals and Sunday worship music.
- Leads music for major church observances (Advent/Christmas, Lent/Easter, etc.).
- Coordinates music volunteers and schedules paid section leaders and soloists.
- As needed, assists with weddings, funerals, and similar services.
- Very occasionally, leads paid instrumentalists.

Performance Expectations

- Demonstrates piano performance and accompaniment skills. Organ proficiency is preferred.
- Maintains high musical standards while fostering participation and joy.
- Ensures clear communication and timely preparation of materials for choir members and church bulletins.

Leadership & Administration

- Recruits and supports paid section leaders and volunteer musicians.
- Maintains and organizes music library and licenses as needed.
- Oversees music ministry budget in collaboration with leadership.
- Coordinates and communicates instrument maintenance needs.

Future Program Development

- Explores opportunities to expand the music ministry.
- Supports potential future children's music or handbell programs.

Staff and Professional Expectations

- Attends staff meetings and collaborates in church life.
- Maintains professional development in organ and choral fields.
- Secures qualified substitutes during absences.

Hours & Benefits

- Average 20–25 hours/week. It is appropriate for a portion of these hours to be worked in location other than the church.
- Two weeks paid vacation per year (two pairs rehearsal and Sundays).
- Two weeks continuing education leave (two pairs rehearsal and Sundays).
- Continuing education budget
- Two paid sick days per year, accruing up to 10 days.
- Additional leave requires approval.
- Compensation for weddings, funerals and similar services are handled separately by agreement in accordance with written church policies.
 - The Organist & Choir Director will assist church leadership with any updates to these policies by providing input on the needs of the Organist & Choir Director.

Qualifications

- Music or Choral related bachelor's degree or equivalent professional experience required.
- Music or Choral related master's degree preferred.
- Strong interpersonal skills and collaborative spirit.
- Ability to lead wide-ranging sacred repertoire.
- Experience with both volunteer and professional musicians.
- Proficiency in playing the organ is preferred.