

PROTESTANT MUSIC DIRECTOR – JOB DESCRIPTION

Patrick Air Force Base – Cocoa Beach, FL

SCOPE OF RESPONSIBILITIES: This position supports the music component of the Protestant Worship Community (Parish) Vision and Mission Statements, as identified by the Wing Chaplain. The Protestant music program will encompass the needs of the respective chaplains, congregations, and choirs of the Patrick AFB Chapel programs.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Possess a Bachelor's degree in music, music education, or equivalent experience (approx. 4-5 years).

Have at least 1 year experience in directing and accompanying choirs and/or worship teams that perform a wide range of Protestant worship music.

Have at least 2 years' experience with a church and/or chapel program leading congregational singing and working with Protestant celebrations.

Possess ability to teach, rehearse, and conduct music parts and harmonies and be able to coordinate guitars, drums, violins and other instruments with vocals in a way that meets professional music standards.

SPECIFIC RESPONSIBILITIES:

Plan, direct and choose the music for the Protestant music programs in coordination with the advising Protestant Chaplain to include all choirs, praise teams, special music including solos, duets, and ensembles, and all congregational singing and any musical accompaniments.

Ensure that audio equipment is set-up and working with sound system tested (volume) and instruments tuned at least 30 minutes prior to start of each Protestant worship service. Contractor is responsible for the music coming out of the instruments, not necessarily the sound system. Complete a warm-up with the choir. *NOTE: The choral warm-up will not replace the weekly choir rehearsal.*

Attend Parish Council meetings for informational and planning purposes.

Utilize chapel digital music resources – currently SongSelect.com for music selections used for services and events. Any additional recommendations will be discussed with service Chaplains and routed for approval according to chapel guidelines.

Recruit choir members and additional volunteer musicians from base and/or chapel community.

Provide 3 days' notice to Protestant chaplain of any music changes in Sunday services or changes in weekly choral rehearsal times.

Provide for chaplains' suggestions of congregational music for all required worship services and any special services.

Coordinate each month's music and choral selections with the worship service chaplains (as requested) one week prior to beginning of new month.

Provide weekly music selections for Traditional Worship Service to Protestant Parish Coordinator for inclusion in the weekly bulletin.

Submit all necessary facility requests for the use of chapel or other facilities to the chapel staff. Most submissions are on an annual basis.

Ensure choir areas are left clean and orderly after use. Restore area to original configuration including wrapping all cords and returning all equipment to storage areas after every choir rehearsal or worship service.

Monitor the condition of the piano, organ, electronic keyboard, guitars, drums and other equipment and advise the chapel staff of any problems and/or broken equipment.

Ensure zero tolerance for any violation of copyright laws and guidelines.

Open, secure and lock chapel worship areas whenever used for weekend services, meetings, activities, or ceremonies and turn off all lights. Read and sign facility usage, security, key control, and safety letter (available via chapel staff).

Maintain dress code, professional appearance and attitude suitable to the office environment and work being performed.

WORKLOAD SUMMARY:

DIRECTOR FOR PROTESTANT SERVICES

Item	Task	Annual Quantity	Full Description
1	Protestant Worship Services	104 per year	Plan, direct, and provide musical accompaniment for the Protestant music programs for the following: a. Contemporary Service: South Patrick Chapel (84 Harrier Ave, Satellite Beach, FL) Sunday at 1100. b. Traditional Service: Seaside Chapel (357 Tita Ave, Patrick AFB, FL) on Sunday at 0900.
2	Team/Choir Rehearsals: Traditional	52 per year	Conduct weekly team/choir rehearsals; rehearsal time and location will be coordinated with the advising Protestant Chaplain and posted in the Protestant Chapel newsletter.
3	Team/Choir Rehearsals: Contemporary	52 per year	Conduct weekly team/choir rehearsals; rehearsal time and location will be coordinated with the advising Protestant Chaplain and posted in the Protestant Chapel newsletter.
4	Musical Accompaniment	52 per year	Provide musical accompaniment for worship selections during Sunday worship services.
5	Special Services (Musical Accompaniments)	24 per year	Provide musical accompaniments (including preparation of choir, if required) for chapel special services to include, but not limited to, funeral or memorial services (Active Duty) and seasonal special worship services including Thanksgiving, Easter and Christmas, at the request of the advising Protestant Chaplain.
6	Special Music Rehearsals	104 per year	Select, coordinate and rehearse special music including solos, vocalists, instrumentalists, and a praise band for all Protestant regular and special services, as requested by the advising Protestant Chaplain.
7	Multimedia Presentation	104 per year	Ensure preparation of A/V presentation of the music selections used for congregational singing during worship services or special services as requested by the worship chaplains.
8	Music Selections	52 per year	Provide weekly music selections for Traditional Protestant Worship Service to Protestant Program Coordinator for

