

Camp Hill Presbyterian Church
101 North 23rd Street, Camp Hill, PA
www.camphillpres.org

POSITION TITLE: Director of Music

MISSION of Camp Hill Presbyterian Church (“CHPC”): Devoted to Christ -- Committed to Service. Devoted followers of Jesus Christ committed to service in His name through worship, study, prayer, and praise; through mission to the world near and far; and through ministries of care and comfort to all.

JOB DESCRIPTION: The Director of Music, maintaining a high degree of musicianship and performance skills, will be responsible for the planning, administration, and scheduling of the church’s music program in cooperation with the pastor and in furtherance of the strategic goals established by Session. The Director will be responsible for the identification, recruitment, formation, and nurturing of all choirs, musical groups, and arts and drama performances within the Church. The Director will be responsible for coordinating the maintenance and upkeep of the musical assets of CHPC, including the 2008 Schantz organ, various pianos, handbells, and an extensive music library. The Director shall be engaged in the life of the church and regularly participate in church activities.

ACCOUNTABILITY: This position is accountable to the Pastor, as head of staff, and the Session via the Session’s designated Staff Commission representative, in cooperation with the Worship & Fine Arts Ministry.

QUALIFICATIONS

Education/Certification

- Bachelor’s Degree in Music with emphasis in Organ or Sacred Music
- Experience working in a church setting
- Must be able to successfully obtain all required child abuse background checks

Special Knowledge/Skills

- Possess a strong commitment to Christ
- Skills in leading worship through organ and piano playing for choral and congregational singing, and with instrumentalists
- Skills in instrumental and choral conducting, in voice development and in worship planning in coordination with the pastor
- Knowledge of choral repertoire and familiarity with a variety of choral rehearsal techniques
- Experience in securing and utilizing a variety of musical styles and instrumentation in worship
- Excellent organizational and communication skills
- Clear concept of being an integral part of the ministerial team
- Ability to play and conduct simultaneously
- Demonstrates current knowledge and skills with a variety of technology
- Possess the interpersonal skills to lead and work alongside a diverse group of ages, personalities, musical tastes and ideas

SCOPE OF THE WORK

Worship and Worship Planning

- In cooperation with the pastor, plan and implement the music for worship services as well as special services and music events, e.g., Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, weddings and funerals
- Organize music during summer months when choirs are not in session, proactively seeking to utilize the gifts and talents of CHPC members, as well as guest artists
- Practice sufficiently to maintain a high level of musicianship

Staff Relations

- Regularly attend weekly staff meetings
- Participate in the collective planning by staff throughout the church year
- Work cooperatively with other staff at CHPC
- Provide all information related to music for worship services and other events to the Office Manager in a complete and timely manner
- Maintain regular office hours
- Provide reasonable notice of absences to Head of Staff in accordance with Personnel Guidelines

Support of Session Goals and Strategic Direction of CHPC

- Regularly attend meetings of the Worship & Fine Arts Ministry and Session
- Collaborate with Pastor, Associate Pastor, and Worship & Fine Arts Ministry, and lead the congregation in envisioning and creating alternative worship experiences and provide for musical support
- Collaborate with the Intergenerational Ministries Team to maximize participation by children, youth, and young adults in the musical life of the church throughout the year and assist with Vacation Bible School
- Maintain a working knowledge of the musical gifts of youth, young adults, and adults of the church, and incorporate them into worship throughout the church year
- Work with the preschool director to offer musical experiences to the preschool classes including:
 - Meet with each of the preschool classes once a month for 15-20 minutes of music
 - Provide leadership and musical accompaniment for the Preschool choir
 - Provide leadership and musical accompaniment for the Preschool Christmas and end-of-year programs
 - Introduce and demonstrate organ, bells and other instruments to preschoolers during “Music Week”
 - Assist Director of Preschool with summer musical programming
- Develop and work within an annually approved music budget
- Plan musical programming to engage the wider community

Musical Coordination and Leadership

- Recruit and train choristers and handbell ringers
- Plan, rehearse, direct the choir, handbell ringers, and others, and provide music for worship services and events
- Provide leadership for the Music, Art & Drama series and Noonday Organ Recital program, maximizing their visibility in the Capital Region and ensuring that the concerts appeal to a wide range of ages and musical, art, and drama tastes
- Work cooperatively with other musicians and musical groups at CHPC (i.e., Brass Choir)
- Recruit, direct, and rehearse soloists and instrumentalists

Maintenance of Music and Ancillary Items

- Maintain the music library and robes
- Maintain the regular tuning schedule with reputable tuners for organ and pianos
- Order all music and music supplies for the music ministry

Outreach Activities

- Network with colleagues in the music community through such organizations as the American Guild of Organists, ecumenical events, etc.
- Engaging with educational and community-based organizations to broaden exposure to sacred music and spiritual community for all ages

WORKWEEK/BENEFITS: This is a salaried position based on a forty (40) hour work week. Compensation is commensurate with experience. One (1) week of vacation during the first year of employment and two (2) weeks of vacation during the second year of employment. One (1) additional day of vacation shall be added for each subsequent year of employment, up to a maximum of four (4) weeks total vacation. Twelve (12) paid holidays when the church is closed. Five (5) days sick leave per year. Participation in a medical expense reimbursement plan and 403(b) retirement savings plan.

Nothing in this job description restricts Session's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of CHPC at-will employment, duties, and responsibilities are subject to the CHPC Personnel Guidelines.

Revised 13 March 2023

Camp Hill Presbyterian Church



The Rev. Nancy A. Conklin — Pastor/Head of Staff
The Rev. Stuart L. Seelman — Associate Pastor
The Rev. Donald E. Potter — Visitation Pastor
Andrea A. Ebeling — Office Manager
Dana B. Tarnoci — Preschool Director
David H. Binkley II — Choirmaster/Organist Emeritus

TO CANDIDATES

We are pleased you are interested in being a candidate for Director of Music, a position responsible for the identification, recruitment, formation, and nurturing of all choirs, musical groups, and arts and drama performances within the Church. We are seeking the right musician to supervise and direct the music ministry of our church, including traditional worship and the development of alternative worship experiences. The accompanying job description lists qualifications, scope of responsibilities, work week, and benefits of the position. Compensation will be commensurate with experience.

To be a candidate, please send by email (aebeling@thechpc.com) your resume and references with, if available, the websites of churches you have served, internet links to worship services or your other performances, and availability of CDs should they be requested. Also, indicate when you could start a new position given any current commitments.

WHO WE ARE

CHPC was established in 1916, meeting in the Camp Hill Borough Fire Hall, and we moved to our current location in 1925. The CHPC Preschool, for children ages 2 through pre-kindergarten in the greater community, was opened in 1956. Since 1973, our Music, Art, & Drama Series has offered a monthly organ recital and luncheon, as well as a variety of concerts and entertainment performances. The sanctuary comfortably seats 250 people, and can hold up to 300.

More information about our church, worship services, programs, and activities is on our website, www.CampHillPres.org, and its links to CHPC's Facebook, Instagram, Twitter, and YouTube postings.

We currently have approximately 300 members and are part of the Carlisle Presbytery, Synod of the Trinity, of the Presbyterian Church (USA).

CHOIRS

- Chancel Choir — 20 members, for older youth and adults
- Handbell Choir — 10 members, for older youth and adults
- Brass Choir — 8 members, for older youth and adults; led by volunteer
- Preschool Choir — 15 members, for children

HANDBELLS

Malmak Bellcraftsman
37+ Note Choir/Chime Set C4 – C7

ORGAN

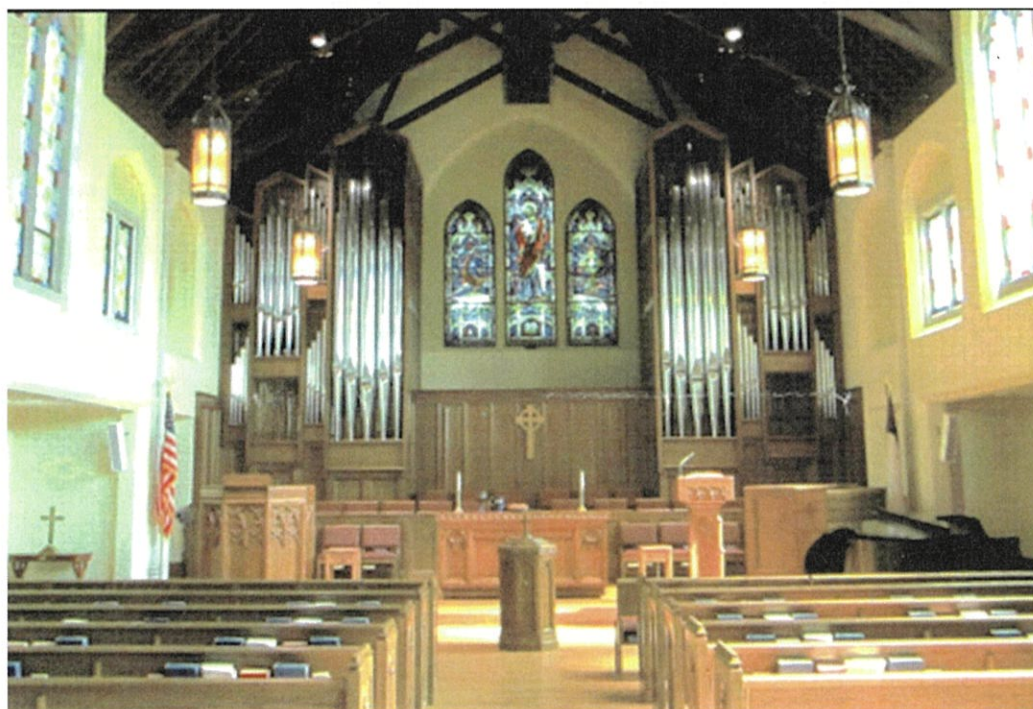
2008 Schantz Pipe Organ #2270
42 Pipe Ranks 52 Ranks Prepared
2,487 Pipes on 3 – 61 Note Manuals 32 Note Radiating Concave AGO Pedalklavier

OUR AREA

Located in Southcentral Pennsylvania, just across the Susquehanna River from the state capital of Harrisburg, Camp Hill is within easy driving distance of Baltimore (1-1/2 hours), Philadelphia (2 hours), Washington, D.C. (2 hours), New York City (3 hours), and Pittsburgh (3 hours).

For more information:

- Camp Hill Borough — www.camphillborough.com
- Area Tourism — www.visitcumberlandvalley.com; visithersheyharrisburg.org
- Chambers of Commerce — www.wschamber.org, www.harrisburgregionalchamber.org



ORGAN

2008 Schantz Pipe Organ

42 Pipe Ranks 52 Ranks Prepared

2,487 Pipes on 3 – 61 Note Manuals

32 Note Radiating Concave AGO Pedalklavier

Great Organ 622 Pipes Unenclosed

16' Bourdon	73 pipes
8' Principal	61 pipes
8' Bourdon	
4' Octave	61 pipes
4' Hohlflöte	61 pipes
2' Super Octave	61 pipes
2' Sifflöte	prepared
1-1/3' Fourniture IV	244 pipes
8' Trumpet	61 pipes
8' Festival Trumpet	Choir
Tremulant	
Chimes	prepared
Harp (Choir)	prepared
Celesta (Choir)	prepared

Pedal Organ 316 Pipes Unenclosed

32' Untersatz	prepared
32' Contra Bourdon	prepared
16' Principal	32 pipes
16' Contre Gambe	Swell
16' Subbass	56 pipes
16' Bourdon	Great
16' Flauto Dolce	Choir
8' Octave	44 pipes
8' Gambe	Swell
8' Subbass	
8' Bourdon	Great
8' Dolce Bass	Choir
4' Choral Bass	
4' Open Flute	32 pipes
2' Mixture II	96 pipes
32' Contra Bombarde	prepared
16' Bombarde	56 pipes
16' Basson	Swell
8' Bombarde	
8' Trompette	Swell
4' Bombarde	
4' Clairon	Swell
4' Cromorne	Choir
4' Rohr Schalmei	Choir

Swell Organ 1,000 Pipes Enclosed

16' Contre Gambe	73 pipes
8' Diapason	61 pipes
8' Viole de Gambe	
8' Voix Celeste	61 pipes
8' Rohrflöte	61 pipes
4' Principal	61 pipes
4' Flute Harmonic	61 pipes
2-2/3' Nazard	61 pipes
2' Piccolo	61 pipes
1-3/5' Tierce	61 pipes
2' Plein Jeu IV	244 pipes
16' Basson	73 pipes
8' Trompette	61 pipes
8' Hautbois	
4' Clairon	61 pipes
8' Festival Trumpet	Choir
Tremulant	
Harp (Choir)	prepared

Choir Organ 549 Pipes Enclosed

16' Flauto Dolce	73 pipes
8' Gedackt	61 pipes
8' Flauto Dolce	
8' Flute Celeste (TC)	49 pipes
4' Principal	61 pipes
4' Open Flute	61 pipes
2' Gemshorn	61 pipes
1-1/3' Larigot	61 pipes
1' Cymbale III	prepared
8' Cromorne	61 pipes
8' Rohr Schalmei	prepared
16' Festival Trumpet (TC)	
8' Festival Trumpet	61 pipes
Chimes (Great)	prepared
Harp	prepared
Celesta	prepared
Cymbelstern	5 Brass Bells

Organ Couplers and Accessories

Great to Pedal 8
Great to Pedal 4
Swell to Pedal 8
Swell to Pedal 4
Choir to Pedal 8
Choir to Pedal 4

Swell to Choir 16
Swell to Choir 8
Swell to Choir 4
Great to Choir 8

Manual Transfer (Great to Choir)
13 Step Transposer
99 Memory Levels (Peterson)
Programmable Crescendo Pedal
Tutti I
Tutti II
12 General Pistons/Toe Studs

Swell to Great 16
Swell to Great 8
Swell to Great 4
Choir to Great 16
Choir to Great 8
Choir to Great 4

MIDI to Swell
MIDI to Great
MIDI to Choir
MIDI to Pedal

8 Inter-manual Divisional Pistons
4 Pedal Pistons/Toe Studs
32' Toe Studs
Cymbelstern Toe Stud
Great to Pedal Reversible
Swell to Great Reversible
Choir to Great Reversible