



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description				
Director of Second Chamber Players				
Reports to:	Director of Music and Fine Arts		Effective:	07/01/26
			Updated:	07/01/26
Directly Supervises:			Status:	F/T
			FLSA:	Non-exempt
Job Summary:				
The Director of the Second Chamber Players responsible for planning, directing, coordinating, and providing oversight for the ensemble and is accountable to the Session through the Personnel Committee and serves under the direction of the Director of Music and Fine Arts and the Senior Pastor of Second Presbyterian Church.				
Essential Functions:				
The Director of Second Chamber Players (9 th grade - adult) is a part-time position, and has the following responsibilities: • Engender, encourage and example a love of God, a love of church, and a love for music as a means of public worship and private devotion. • Promote and recruit members for the Ensemble. • Conduct Ensemble in rehearsal and in worship services. • Equip ensemble participants in fundamental music skills, i.e., music reading, terminology, technique, etc. • Communicate regularly with Ensemble. • Prepare and manage Ensemble materials (music, folders, etc.) in coordination with the Instrumental Librarian. • Maintain Second Chamber Player budget, in collaboration with the Director of Music and Fine Arts. • Submit monthly report to Music and Fine Arts Ministry Team. • Meet regularly with the Music Department Staff and the Music and Fine Arts Ministry Team. • Attend the worship tech meeting the week the ensemble plays in worship. • Work with Coordinator of Music and Fine Arts to enter setup needs in the calendaring system. • Communicate with Broadcast Ministry and Facilities the setup needs (provide diagram) for worship in the Sanctuary. • Perform other duties as assigned by the Director of Music and Fine Arts.				
Minimum Qualifications:				
• Bachelor's degree in music or music education with specific study in instrumental performance and/or instrumental conducting • 3-5 years successful experience teaching music or directing instrumental (wind, string, or full orchestral) ensemble • Experience working in a church setting preferred				

- Holds and demonstrates Christian values and is comfortable sharing their Christian faith with youth and adults
- Has the ability to work with youth and adults with a diversity of ability and experience.
- Has a high level of musicianship, creativity and passion
- Demonstrates enthusiasm and skills for working with and inspiring volunteers
- Functions effectively as a member of a team
- Exhibits excellent planning, organizational and communication skills

Physical Qualifications:

- Able to move freely in and out of different settings
- Ability to sit or stand for extended periods of time
- Sufficient mobility and stamina to fulfill the responsibilities outline above

Core Competencies:

- **Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes, and implied solutions; decides in a timely manner, based upon a blend of research, experience, risk-taking, and judgement.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.