



WASHINGTON STREET
UNITED METHODIST CHURCH

Job Title:	Director of Music	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:	Senior Pastor
Salary	Last Revision Date:
Grade/Band:			

SUMMARY

The Director of Music shall promote the spiritual life of the congregation and choirs through the ministry of music.

PRIMARY RESPONSIBILITIES

- Report to the Senior Pastor and coordinate all musical organizations and content with approval from the Senior Pastor.
- Engage all directors and assist in developing strong choral (children, youth, and adults) and instrumental (handbells) ministries.
- Provide assistance to Directors with musical choices for worship and program development.
- Coordinate with Staff Pastor Parish Relations Committee to insure that the positions of Organist and Pianist are filled and provide supervision and yearly evaluation of their work.
- Plan in advance choral music, hymns and solos for weekly services and work with the Senior Pastor to implement musical selections into the Order of Worship.
- Submit information for bulletin in a timely manner.
- Implement long range plans for music selections to allow for adequate preparation of music.
- Select, teach, prepare and conduct all music for the Sanctuary Choir in rehearsals and services.
- Select and engage choral scholars. Submit all necessary employment forms for new hires and submit monthly payroll to the Business Manager.
- Recruit new choir members and encourage full and regular participation.
- Engage instrumental musicians as needed for weekly and special services.
- Hold extra rehearsals, as needed for music preparation.
- Coordinate appropriate music for church events, as needed.
- Coordinate special music presentations and confer with the Senior Pastor well in advance, including timing and integration into the worship services.
- Develop and administer the music budget and music gifts accounts with the Business Manager to cover the cost of new music, instrumental maintenance, guest musicians and other materials as needed for a successful ministry.
- Comply with all applicable legal requirements and church policies and procedures.
- Arrange for substitutes as needed.

- Plan and coordinate Sing-Along Messiah to include, but not limited to, the following:
 - Engaging the conductor, soloists and orchestra.
 - Inviting choir members from local churches and choral groups to participate in the choral leadership of the audience.
 - Providing the rehearsal set-up.
 - Soliciting donations to cover the cost of the event.
 - Advertising the event to our church and community.
 - Preparing information for the program and website.
 - Engaging ushers and other volunteers.
 - Arranging seating for orchestra, soloists, choir and audience.
 - Hiring police.
- Plan and Coordinate with The Director of Children’s Choirs *Music Mania* Program for children for at least one week during the summer.
- Participate in the Worship, Worship Design and New Worship Ministry Teams.

KNOWLEDGE AND SKILL REQUIREMENTS

- A minimum of a Master’s Degree in Music and extensive experience in church music.
- Excellent oral and written communication skills
- Formal music training with demonstrated experience in “traditional” choir techniques and choral conducting.
- Knowledge of church music literature, hymns, worship resources, and liturgy of the United Methodist Church as it applies to the Christian Year.
- Familiarity with contemporary worship music selections and willingness to engage leaders and appropriate musicians for contemporary services, if needed.
- Willingness to continue professional growth by attending workshops or conferences on sacred music.
- Evidence of professional and personal competency.
- The ability to build relationships and show a commitment to the mission of the church through music.

WORKING CONDITIONS

- Working conditions are normal for a church environment.
- This position is part-time requiring 15-20 hours per week, depending on the season
- Salary will be commensurate with education and experience.