

UNION UNITED METHODIST CHURCH
Director of Music Ministries Job Description
(Part-Time, Est. 10-15 hrs/wk)

Introduction

The Director of Music Ministries must believe that God has a purpose for him/her in this ministry. He/she must demonstrate a strong faith and commitment to Jesus Christ and be able to share his/her faith with the congregation of the church.

The position of Director of Music Ministries at Union United Methodist Church is a very important ministry available in and through our church. This position is responsible for the development and promotion of the music program of the church. It is currently a part-time, support staff position with duties primarily on Wednesdays and Sundays.

Position Description

The Director of Music Ministries will serve as primary administrator of the music ministry of Union UMC. He/She will be responsible for the planning, recruiting, organizing, conducting, and evaluation of a comprehensive music ministry. He/She will provide variety in types of music: choral, contemporary, and traditional hymns. The purposes of the position are to facilitate an atmosphere in which God is worshipped and glorified, and to provide direction, oversight, and coordination of musical, artistic, and technical elements of worship services.

Primary Functions

The following is a **general list** of the **basic duties** of the Director of Music Ministries.

- Develop a plan with assistance from the Pastor and Worship Committee, for the music ministry of Union United Methodist Church to help fulfill its mission. The plan should include both an Adult Choir and a Praise Team.
- Work with the Pastor and Worship Committee in developing creative worship services including the possible use of drama, videos, and other resources to enhance the overall impact and experience of the service.
- Lead all music for Sunday services as well as special services as needed (e.g. Holy Week, revival, weddings, funerals, etc.).
- Lead and direct the choir and praise team during the Sunday services.
- Lead and direct the choir in preparation for and presentation of two cantatas annually.
- Select and coordinate congregational songs with sermon topics and seasonal themes.
- Encourage the development of spiritual, musical, artistic, and technical gifts of others.
- Work within an approved annual music budget.
- Order all music and music supplies for Music Ministry and maintain the music library.
- Secure maintenance and tuning for instruments as needed.
- Establish rehearsal schedules for choir and praise team.
- Recruit, train, and equip singers and musicians for participation in worship services.
- Coordinate audio/video technicians for Sunday worship services.

- Participate fully in the life and activities of the church.
- Participate in regular church council and staff meetings.
- And other duties as agreed upon with the Pastor and Staff Parish Relations Committee.
- Make fill-in arrangements when unable to perform duties as described during services or practices.

Job Skills & Requirements

In addition to passing a criminal background check as a condition of employment, the Director of Music Ministries must:

- Possess skills in choir, praise team and instrumental conducting, in voice development, and in worship planning in coordination with the pastor.
- It is highly desired that the Director of Music Ministries be skilled in leading worship through piano/keyboard playing. Possessing the ability to play and conduct simultaneously in the event the musician is not available.
- Display openness to a wide variety of musical styles.
- Have effective communications skills (both orally and written).
- Possess good time management skills by being on time for practices, meetings, and church services, along with effective use of practice times.
- Demonstrate strong leadership and organizational skills.
- Always be prepared for practices as well as Sunday services.
- Possess the interpersonal skills needed to relate to a diverse group of people such as pastoral staff, musicians, church leaders and members.
- Have a clear concept of being an integral part of the church's ministry team.

Supervisory Controls

The Director of Music Ministries is directly accountable to, supervised and guided by the church Pastor. He/she also relates to the Staff Parish Relations Committee as prescribed in the Book of Discipline of the United Methodist Church.

Salary

Compensation shall be based upon experience and abilities to fulfill part or all of the functions and skills listed herein.

Interested Applicants should send resume and references to:

Union UMC
 Attn: Director of Music Ministries Search Committee
 4491 Hwy 701 S
 Conway, SC 29527