

DIRECTOR OF MUSIC MINISTRIES
John Wesley United Methodist Church
JOB DESCRIPTION

This is a year round, part time, position with responsibilities for coordinating the total music program at John Wesley United Methodist Church (JWUMC) in a manner that enhances the spirit of worship and assists the congregation in praising and serving God. This includes providing piano or organ music on Sundays and other special services.

GENERAL REQUIREMENTS

- The Director of Music Ministries will possess a strong Christian faith, and will reflect the ethics, values and standards of Jesus Christ.
- The Director of Music Ministries understands he/she represents the JWUMC ministry in both work life and private life, and will be sensitive to how others may see him/her in daily life.
- The Director of Music Ministries will adhere to the policies and procedures of JWUMC.
- The Director of Music Ministries will be subject to the Criminal Offense Record Investigation (CORI).

JOB SPECIFIC REQUIREMENTS

- Have a minimum of a Bachelor's Degree in Music with study in choral conducting or five years equivalent experience.
- Have formal training in piano and organ and play both instruments proficiently.
- Have the ability to effectively lead/direct a vocal and bell choir and musicians of all ages.
- Have a strong knowledge of sacred music literature and traditions.
- Have knowledge of new modern/contemporary worship music.
- Ability to work collaboratively with others.
- Have proficient musical skills to lead, direct, and teach singers and instrumentalists in many forms and styles of music so as to meet the needs of different worship services.
- Ability to recruit singers/musicians to adequately and properly staff all choirs and instrumental ensembles as needed.

SUPERVISION

- Primary supervision will be by the JWUMC Pastor. The Staff Parish Relations Ministry Team (SPRMT) shall maintain responsibility for hiring the position and performing annual performance reviews. The SPRMT will appoint a liaison to provide support.

WORK HOURS

- A total of no less than 20 hours per week.
 - Dedicated office hours at JW per week for planning/coordination. JWUMC will provide an office that may be used to teach music.

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- o Hours for choir rehearsals (chancel, bells and children) and Worship Services (currently choir rehearsals are on Wednesday, and we have two Sunday worship services(one traditional and one contemporary.)
- o Staff meetings (currently Wednesdays once a month)

July/August:

- Coordinate the piano playing at the beach service, and attend at least half of the beach services during the summer. When not present, make sure there is coverage.
- Provide required worship music for Sunday Services. Coordinate special music while the choir is on summer break.

RESPONSIBILITIES

- Provide music leadership and organization for a comprehensive music program.
- Provide worship music for all Sunday Services and for special days [Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve (three services)].
- Select music for, rehearse and direct the Chancel Choir, Bell Choir and Children's Music Program. Rehearsal days and times are subject to change.
- Attend and participate in Worship Ministry Team meetings and other meetings pertaining to music/worship ministry.
- Collaborate in putting weekly worship bulletin together.
- Recruit participants and promote growth and stability for all choirs.
- Work with the pastor and/or the Worship Ministry Team to select music based on the theme or liturgical calendar.
- Develop an annual budget, in coordination with the Worship Ministry Team, for the music program of the church and purchase music and supplies within budget.
- Contract outside musicians, as needed, i.e. Christmas Eve string quartet, Easter Sunday brass quartet, etc.
- Maintain all church owned instruments as described in the Addendum to the Director of Music Ministries Job Description.
- Arrange for a suitable substitute when absent.
- Establish objectives annually for professional self and the music program. Report periodically to the pastor on progress toward attaining objectives.
- Work with the Director of Children, Youth & Young Adult Ministries to encourage the middle school youth to become involved musically with the church services if possible.

SALARY AND BENEFITS

- Salary: As negotiated
- Benefits: As per the current JWUMC Personnel Handbook
 - o Vacation: Two weeks in the period September to June and two weeks in the period July and August

PRIVATE EVENTS

- From time to time, the Director of Music Ministries may be asked to participate in weddings, memorials, funerals, and/or socials held in the church. A separate fee is paid for these services.
- As the pianist/organist you have the right of first refusal for such events.