



Director of Music Ministry
Signal Crest United Methodist Church, Signal Mountain, TN

Part-time salaried, 25 hours per week on average

Reports to the Senior Pastor.

Position Purpose:

To work with the ministers and church staff to create a music program which supports and complements other congregational ministries.

Principal Accountabilities/Responsibilities:

The Director of Music is employed by the Staff-Parish Committee to work under the supervision of the Senior Minister. Independent action and planning within the general framework of approved church policy is, however, expected and encouraged.

The director is the liaison to the church staff from the music ministry and will assist the Staff-Parish Committee in supervising and employing professional music staff.

An annual evaluation is performed by the Staff-Parish Committee.

Duties:

Directs and administers a comprehensive music program for Signal Crest United Methodist Church (as established by the ministers and the worship committee). The music program should be designed to support and complement other congregational ministries. Close cooperation with the other ministers and program directors is necessary in all planning phases of the program to ensure complete harmony with the objectives of the church.

Recruits participants in the music program, including singers, ringers, instrumentalists, accompanists, and soloists. He or she may also recruit, train, and supervise volunteer music workers to assist special choirs or age groups as needed. Development and direction of additional music groups, involving various age groups and for special services, is a goal.

Is responsible for choosing all choral and special music to lead the congregation and enhance the worship experience for all regularly scheduled traditional worship services of the church, as well as for special services throughout the year (e.g. Lenten services, Christmas Eve, Fall Festival of

Faith, etc.). Aligns design of weekly slides with Pastor's theme or sermon series and uploads slides to ProPresenter in advance of Sunday service. Coordinates with a volunteer team that assists behind the scenes with all aspects of the audio-visual production of the service including slides, sound, lighting, and video.

Plans and coordinates all church music groups so as to provide appropriate opportunity for participation by all choirs in worship services and other church functions. All choirs should also be offered the opportunity to participate in large choral works, musicals, cantatas, pops programs, etc., when appropriate. All performances must be planned in advance and in coordination with music and ministerial staff and seasonal program committees (e.g., Advent and Lent). The director meets regularly with the church organist to coordinate calendar scheduling, and posts musical events on the church calendar well in advance in order to avoid conflicts with other church activities. He or she establishes and adjusts as necessary all musical rehearsals and communicates rehearsal and performance schedule with participants.

Meets in *ex-officio* capacity with the Church Council at all regular and special meetings.

Facilitates preparation of the annual music budget for final approval by the Administrative Board. The minister/director works within the established budget for expenditure of funds allotted, following standard church procedures for securing all supplies and services (such as maintenance, replacement, or acquisition of all musical instruments, sheet music, choir robes, etc.). He or she also engages and supervises the work of such additional musicians as are desired for regular or special programs or services.

Plans and implements enrichment opportunities for music program participants, such as retreats, art camps, workshops, etc.

Develops and/or provides musical leadership as needed for other church programs such as Sunday School, Vacation Bible School, etc.

Weddings and funerals will be arranged privately by the participants.

Minimum Qualifications:

The Director of Music must possess:

A strong, contagious Christian faith, as well as an understanding of the doctrine and policies of the United Methodist Church.

Bachelor's Degree in Music preferred (but not required), demonstrated musical talent, both vocal and instrumental, strength in conducting, ability to positively communicate with staff and volunteers, organizational skills, ability to provide music in a digital format for on-line services and vision to grow the music ministry of the church. Training and experience in direction of choral, handbell, and instrumental music, with special emphasis in sacred music, is essential.

Willingness to cooperate closely with other program staff and to support all other programs and ministries of the church.

Ability and training in motivating persons of all ages to seek fulfillment in the music program of the church and ability to relate effectively and dynamically to all participants in the church's music program.

Experience in selecting and preparing appropriate music for the variety of situations in which the choirs and instrumental groups participate.

Ability to organize, plan, schedule, and coordinate all activities of the various choirs and instrumental groups so that these groups are aware in advance of musical and scheduling requirements expected of them.

Ability to maximize the use of the resources available to the church music program, including use of available musical facilities and equipment. The director must be able to act as steward of the church's resources, both in the development, maintenance and security of the church's musical property and in the expenditure of authorized funds.

This job description is not intended to include all details of the work functions inherent in this position, nor does it give exclusive title to every function described. The incumbent may be required to assume additional duties not covered in the description.