**Ministry Description**

**Position:** **Director of Music**

**Supervisor:** Pastor

**Hours/Week:** 7 hours

**Supervisor To:** Adult Choir Accompanist, Worship Pianists and Bell Choir Director

***NOTE:*** *This position can be combined with that of Worship Leader to become an 18 hour/week position (approx.)*

**Purpose:**

The Director Music will coordinate the musical aspects of traditional worship and provide leadership and direction for the Adult Choir of Community United Methodist Church. As the leader of the church’s traditional music ministry team, he/she will grow and enhance an integrated and balanced music ministry for the purposes of glorifying God and making disciples of Jesus Christ for the transformation of the world.

**Qualifications:**

* Displays a love for and belief in Jesus Christ
* Experienced musician and choral director
* Demonstrates knowledge of church music, musical instruction, conducting and the ability to read music
* Exhibits a passion for worship; growing ministries; and recruiting, leading and helping musicians of all abilities to flourish
* Considers this position a ministry calling and not a job
* Possesses strong organizational and communication skills, as well as the ability to exercise vision, creativity and initiative
* Highly motivated and self-directed team player who loves and enjoys working with people of all ages
* United Methodist background is not required, but must be supportive of the mission, vision, strategies, theology and polity of Community United Methodist Church

**Responsibilities:**

* Works with the pastor to plan and execute worship offerings: Sunday mornings, holidays and other special events
* Attends to the spiritual and musical growth of singers with differing abilities
* Conducts and leads Adult Choir rehearsals as appropriate, September through May
* Directs the Adult Choir in worship twice/month, September through May
* Oversees the ministries of the Adult Choir, including: music selection in coordination with other music leaders, worship themes, Scripture passages and sermon series; recruitment of choir members; scheduling; and communicating with choir members, the pastor and the church at large
* Orders music for the Adult Choir as needed, while maintaining and working within an approved budget
* Oversees maintenance and care of the church music library and provides technical leadership in the use of CUMC’s musical instruments and electronic worship equipment
* Coordinates special music for traditional worship services
* Participates in staff and/or worship meetings and check-ins with the pastor
* Supervises the Adult Choir Accompanist, Worship Pianists and Bell Choir Director
* Pursues continuing education opportunities pertaining to traditional Christian music, choral ministry, worship enhancement, skill or conducting refinement, etc.
* Adheres to the policies and procedures outlined in the church’s Employee Handbook and publicly supports the

pastor, staff, mission and vision of the church

* Fulfills additional duties as assigned

**Desired Outcomes:**

* Ongoing numeric growth and musical development of the Adult Choir
* Intentional fostering of opportunities to enhance music ministries at CUMC (e.g. bringing in outside ensembles, incorporating differing musical styles into worship)
* Cultivation and implementation of opportunities for outreach and worship engagement