**Ministry Description**

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

**Supervisor:** Pastor

**Hours/Week:** 7-10 hours

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

**Purpose:**

The Director Music will provide positive and dynamic leadership while coordinating the musical aspects of traditional worship and directing the Adult Choir of Community United Methodist Church.

**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
* 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 (e.g. emails, newsletter articles)
* Promotes spiritual reflection and fellowship at musical gatherings, including rehearsals
* Maintains and works within an approved budget and tends to and follows music licensing and copyright regulations
* Oversees maintenance and care of the church music library, including the ordering of Adult Choir music, as needed
* Coordinates special music for traditional worship services and provides technical leadership in the use of CUMC’s musical instruments and electronic worship equipment
* Participates in staff and/or worship meetings and check-ins with the pastor
* Supervises the Adult Choir Accompanist, Worship Pianists and Bell Choir Director
* 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
* Pursues continuing education opportunities pertaining to traditional Christian music, choral ministry, worship enhancement, skill or conducting refinement, etc.