

## **William Street United Methodist Church Job Description**

### **EMPLOYEE INFORMATION**

Title: **Director of Music**

Start date: 9.1.2022

Reports to **Pastor** FLSA Status **Exempt**

Number of People Supervised: 3-4

Creation/Revision/Approval/Date 05/18/2022

### **SUMMARY**

The ideal candidate is a spiritually grounded and well-organized individual who will use artistic license and professional knowledge to create a musical atmosphere conducive to enhancing the worship experience. The Director of Music works in close collaboration with the Pastor, the Pianist/Accompanist, the Organist, the Director of Handbells, and Children's Music program in ordering worship. Additionally, the Director of Music will identify, equip and deploy laity whose desire is to serve God through the music program of William Street United Methodist Church. The Director of Music demonstrates a commitment to the mission and vision of William Street United Methodist Church, must be able to keep confidences, exemplify a cordial attitude in all interactions, manage people, and maintain the highest quality of professional demeanor.

### **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Consistent coordination and communication with the Pastors in worship development and planning
- Music selection as needed for all Worship services and in cooperation with pastors and other musicians involved
- Consistent coordination with and supervision of the Pianist/Accompanist, the Organist, the Director of Handbells, and the Children's Music Program in worship development
- Recruits and manages Choir membership
- Coordinates and directs weekly rehearsals
- Communicates rehearsals, music, performances with the office and all choir members efficiently and with an appropriate lead time
- Submits music titles and arrangements to the Church Office to facilitate an accurate worship bulletin, no later than Tuesday mornings
- Identifies, organizes, distributes, and coordinates music of the Music Library
- Oversees the care and maintenance of pianos, organ, and other instruments
- Oversees the budget and requests funds for the payment of music, equipment repair/tuning and special musicians
- Devotes sufficient practice/planning time for preparation of job responsibilities
- Nurture and spiritual enrichment of participants as in sharing joys and concerns, and

providing inspiration for selections utilized

- Recruit, schedule, and coordinate musicians for Summer Worship services
- Assists Staff Parish Relations Committee in the selection of Music Personnel

### **KEY SKILLS/KNOWLEDGE (COMPETENCIES)**

- Active disciple of Jesus Christ with an active faith life
- Ability to keep confidences
- Coachable spirit, able to receive direction from the Pastors
- Excellent human relations skills, including communication with community organizations and the congregation
- Excellent verbal and written communication and the ability to prioritize and demonstrate project management skills
- Ability to set priorities, execute strategic objectives, manage change and motivate people toward a common goal
- Ability to lead and manage people
- Ability to use technology to streamline systems

### **EDUCATION/EXPERIENCE**

- Minimum of five years of experience in Church Music Ministries preferred
- Degree in music
- Willing to participate in professional growth opportunities
- Qualified candidates must be willing to consent to a thorough criminal background check and previous employment background check

### **ACKNOWLEDGMENT**

**Job Description Agreement: I have read and received a copy of the above job description**

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Employee

Date

*\*\*The signing of this job description is not contractual. This document is **not** a contract.*

Disclaimer: The information on this job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in the job.

May 2022