

DIRECTOR OF MUSIC MINISTRIES
Job Description
First United Methodist Church, Silsbee

A. Purpose

The purpose of the Director of Music Ministries is to help musicians and the congregation grows as disciples of Jesus Christ through worship and music.

B. Job Information

Classification:	Program Staff; Salaried; Part-Time
Supervisor:	Pastor – weekly meeting
Work Schedule:	Weekends – Sunday morning, and other times as required Workweek – Tuesday and Wednesday night rehearsals, staff and worship team meetings on Wednesday mornings, and other times as required

C. General Job Description for all Program Staff Members

1. Have a personal relationship with God through Jesus Christ and be committed to constantly growing the relationship deeper.
2. Make disciples in one's area of ministry.
3. Live by and support the mission and ministry of First Methodist through "their prayers, presence, gifts, and service," as laid out in the Membership Covenant.
4. Recruit, equip, and empower/train laity to do the ministry God has called them to do.
5. Seek to connect people into small groups within our church.
6. Be involved in evangelism and membership care; at least in one's own ministry area, as a fundamental part of the total ministry of the church.
7. Manage budget/financial affairs of ministry area with highest integrity and care to ensure entrusted funds are not mishandled, accidentally or otherwise.
8. Work together as a team with other staff members.
9. Make every effort to ensure the safety and security of anyone involved in any activity or ministry of First Methodist, regardless of whether they have direct staff supervision responsibility or not. Particular care should be taken around the church campus.
10. Abide by and enforce the Safe Sanctuary policies of the church and the Texas Annual Conference of the United Methodist Church.
11. Maintain confidentiality when requested, in regard to personnel matters, and in "counseling-type" situations. The only exception is when a life is endangered or violence to self or others is threatened. If there is any question about when confidentiality should be maintained, discuss the general situation with the Pastor.
12. Step outside of one's major area(s) of responsibility to enable the greater ministry of the church.
13. Be loyal to the pastors and members of the staff team.
14. Participate in leadership training and professional growth opportunities.
15. Have a personal/family life that upholds the highest values of the Christian faith and does not detract for one's own ministry or the ministry of the church.
16. Perform whatever tasks assigned by the Senior Pastor which are needed to fulfill the church's goals and advance the work of the Kingdom of God.

D. Qualifications (Education/Background)

1. Must feel “called” by the Lord to do His work.
2. Have a passion for the staff position (job), and growing disciples.
3. Computer knowledge, general office machines experience.
4. Bachelor Degree or higher in some area of music preferred.
5. Previous significant, successful experience in church music, both traditional and contemporary.

E. Specific Knowledge and Skills

1. Communication skills and relationship building skills.
2. Organizational and administrative skills, including effectiveness in handling details.
3. Working knowledge of choral rehearsal techniques and conducting.
4. Knowledge of traditional and contemporary Christian music.
5. Knowledge of Copyright laws.

F. Responsibilities

1. Chancel Choir

Conducting and leading the church’s Chancel Choir is the primary responsibility of the Music Director. This includes music planning, recruiting members, oversight of regular rehearsals, preparation of the choir for their participation in the church’s Sunday morning worship, organization and leadership for special choral events and conducting the chancel choir during the Sunday morning worship.

2. Praise Band

The Director of Music Ministries is expected to perform with the Praise Band, using his or her voice and instrumental talents to enrich the worship experience. Although the Praise Band is currently led by another person, leadership could be given to the Director of Music Ministries.

3. Oversight of the Church’s Musician(s)

The church’s musicians are under the direction of the Music Director. While the Staff-Parish Committee and Senior Pastor shall be responsible for hiring, setting salaries and dismissal of all paid staff, including paid musicians, they shall look to the Music Director for guidance and counsel in this matter. The Music Director should at least annually review the performance and adequacy of the current Church Organist and Choir Accompanist with the Senior Pastor. The Church Organist and Choir Accompanist shall be informed of said review in advance.

4. Worship

- a. The Music Director shall give counsel to the Senior Pastor concerning appropriate music for the Sunday worship services including the selection of hymns, special music, anthems and service music. It is understood that the Senior Pastor is ultimately responsible for the church’s worship program and the Music Director’s role is advisory. The music selections for the Praise Service are currently being provided by the leader of the Praise Band.
- b. The Music Director will be the song leader for the Sunday morning and other occasional worship services unless other arrangements are made and meet the approval of the Senior Pastor.

- c. Final music selections should be turned in to the Office Manager by Wednesday afternoon, including lyrics of all congregational singing if they are not available in the United Methodist Hymnal or other resources available to her. Normally, the volunteer Praise Team leader will forward praise chorus lyrics to the Office Manager, but final responsibility lies with the Music Director. The Church organist normally provides the names of organ music he expects to perform to the Office Manager for inclusion in the bulletin. The Office Manager will make slides for the Power Point presentation in worship services if not otherwise provided.
- d. The Music Director will participate with the Worship Team in planning worship services. Currently the Worship Team meets every other Wednesday at 10:15 a.m.

5. Special Events

Certain seasons and holidays are particularly significant in the life of the church and may call for special musical activities. Examples of such events would include but not be limited to: Christmas cantatas, Ash Wednesday anthem, Palm Sunday musicals, Holy Week services, special Easter Services, weddings, and funerals. At such seasons and events, the Music Director should be prepared to offer advice and counsel to the Senior Pastor with regard to appropriate musical services both within and outside the context of a regular Sunday Worship Service. The use of such services shall be given approval by the Senior Pastor in advance of their presentation to other groups within the church.

6. Summer Choir Break

The Chancel Choir normally takes a break from rehearsals and performance during the month of July. It is the responsibility of the Director of Music to provide suitable special music during the month by lining up solos, quartets, or other music during this time.

7. Music, Records Maintenance and Budget

The Music Director shall be responsible for the purchase, care and filing of music for the church. They shall annually present a budget to the church's Committee on Finance that should include funds for the purchase of said music. The church shall provide the Music Director adequate space and filing cabinets, or other appropriate furniture, to store the church's music. The Music Director will be assisted by a volunteer Choir Librarian, the recruitment and supervision of whom is the responsibility of the Music Director. The Music Director shall be responsible for preparation of a budget for all the church's music needs. This shall include music purchases, instrument care and maintenance, office supplies for the music department, instrument purchase and all other associated expenses. This budget shall be provided to the Committee on Finance at the date specified by that committee.

8. Vision

The Music Director will be a visionary, always looking for ways to expand and enrich the music program of the church. The Music Director will look for ways to expand music education and ministry in the church, through adding or enlarging children's choirs, youth choirs, handbell choirs, praise bands, praise teams, liturgical dance troupes, drama teams, puppet ministry, and other forms of ministry involving the performing arts. The Music Director will always be on the lookout for people of faith with musical talents, and seek to help them find ways to use and develop their gifts in service to Christ and the Church.

9. Staff

The Music Director will be an involved person with the church staff and participate in staff meetings, which are held on alternate Wednesdays with Worship Team meetings at 10:15 a.m.

G. Expectations

1. Musical Skills

It is expected that the Music Director shall have and maintain the skills necessary to accomplish their tasks in the church. They are encouraged to make use of continuing education opportunities, especially those offered by the United Methodist Church, to this end. They may apply to the church for funds to cover the costs for such continuing education and said applications will be given serious consideration.

2. Consultation with the Senior Pastor

The Music Director and the Senior Pastor will necessarily coordinate in the planning of the church's worship experiences. In the United Methodist Book of Discipline the authority to organize the church's worship life is specifically charged to the Senior Pastor, thus the Music Director's position in such coordination shall be advisory. While the Music Director shall be given the greatest artistic latitude possible in the selection and performance of music for the church's worship life, the Senior Pastor shall retain the right to request, with appropriate advance notice, that musical performances be changed or eliminated. The Music Director will meet on Wednesday afternoons with the Senior Pastor to plan worship.

3. Assist with Other Church Programs

The Music Director should be available to other church groups to give advice and counsel concerning the selection of appropriate music for their activities. The Music Director shall not be responsible to be present or to perform any functions at the meetings of specific small groups within the church. All such requests to do so shall be understood as requests only and not a part of the Music Director's job responsibilities.

4. Teamwork

The Music Director is expected to function in harmony with the pastors and the church staff, participating as a vital member of the leadership team.

5. Absences

It is expected that the Music Director inform the Senior Pastor as far in advance as possible of any absences from the Sunday morning worship service. This includes the scheduling of accepted vacation time, sick leave, personal leave or any other absences. It is understood that illness and other emergencies may not afford the opportunity to make notification in a timely fashion; however, frequent failure to give advance notice of absence from the Sunday Worship may be cause for dismissal.

Revised 7/5/2011