

# St. Paul's United Methodist Church

2000 Shutterlee Mill Road, Staunton, VA 24401

## **Position Description:** Director of Music Ministries

**Basic Function:** The Director of Music Ministries leads all programs that surround the musical ministry of St Paul's UMC. This includes directing the Chancel Choir, Youth and Children's choirs, Instrumental groups and providing content for the congregation's worship services as well as coordinating for special music events. All efforts of the Director of Music Ministries will support St. Paul's UMC's vision and ministry.

## **Principle Responsibilities:**

1. Serve as Chancel Choir Director
  1. Direct weekly and special rehearsals
  2. Select hymns and special music for all worship services
  3. Communicate weekly with any special sound or audio-visual needs with the sound crew
  4. Provide vocal instruction to the choir
  5. Lead choir and congregation in music during worship
  6. Recruit new choir members
2. Provide leadership in worship by serving as the Organist/Accompanist for traditional, blended, and special worship services or ensuring an organist/accompanist is available for all services.
  1. Select and prepare appropriate musical selections to enhance each service (prelude, postlude, communion music, etc.)
  2. Ensure all musical selections glorify God.
  3. Special services include District/Conference/Global Ministries worship at St. Paul's Church (except when on vacation or excused).
  4. Weddings and funerals

## **Supporting Responsibilities:**

5. Coordinate with the Pastor, Office Manager, and appropriate committees for all Choir needs
6. Coordinate music weekly/monthly with the Pastor, Praise Team, Organist/Accompanist, Audio-Visual Volunteers, Ushers, and Acolytes to ensure a blended service
7. Provide vision, organization, and maintenance of the music library and music room
  - a. Maintain an electronic database of all music
8. Attend staff meetings and long-range planning meetings as scheduled by the Pastor
9. Serve as a member of the Worship Design Team
  - a. Assist in designing seasonal worship services
  - b. Develop ideas to enhance our worship experience through music
10. Manage music budget

- a. Prepare a yearly budget and submit it to the Finance Committee
- 11. Ensure proper care and tuning of instruments used in worship
- 12. Continue to pursue continuing education opportunities to enhance professional competence
- 13. Build and maintain a strong relationship with area musicians and develop a list of musicians to select from for special services
- 14. Organize instrumental and vocal soloists to enhance and assist in the worship experience for special programs and services
  - a. Rehearse with instrumental and vocal soloists to ensure a quality worship experience
- 15. Serve on any planning team for coordinating special community worship services at St. Paul's and throughout the community.
- 16. Coordinate musical support for outside events such as weddings and funerals to include providing support to musicians using church instruments.

**Organizational Relationship:**

- 1. The Director of Music Ministries reports to the Pastor and the Worship Design Team
  - a. Weekly discussions on preparations for worship service
  - b. The Pastor and SPRC will provide an annual evaluation
- 2. The Director of Music Ministries supervises and communicates worship needs and ideas to:
  - a. Organist/Accompanist
  - b. Praise team
  - c. Audio-Visual Support Team

**Required Qualifications:**

- 1. A Bachelor of Arts Degree in Music /Music Education, a Certification in Sacred Music, or comparable in music and worship music education
- 2. Practicing Christian
- 3. Proficiency in piano
- 4. Exhibit strong knowledge of hymns and various styles of music for worship
- 5. Strong conducting skills for leading a church choir and congregation
- 6. Support St. Paul's Church in its vision and ministry
- 7. Ability to work effectively with church staff and volunteers

**Desirable Qualifications**

- 1. Previous experience preferred but not required leading a church choir and/or music program
- 2. Proficiency in organ or desire and ability to learn to play the organ

**Work Hours:**

- 1. This position requires an average of 20 hours weekly (flexible as the Easter and Christmas Season requires more time and special services)

**Employee Benefits:**

1. Annual salary of \$25,000
2. Refer to St. Paul's UMC Employee Handbook for position benefits

**Evaluation:**

1. SPRC and the Pastor will complete an annual evaluation of employee's job performance and responsibilities