

## **SIMPSON UNITED METHODIST CHURCH**

### **Director of Music Ministry Job Description and Responsibilities**

#### **QUALIFICATIONS**

- Knowledge of Music Ministry Management
- Skill in vocal, piano or organ musical presentations (Skills may affect salary)
- Ability to effectively communicate verbally
- Ability to perform, independently, exercise sound judgment and discretion
- Ability to direct and manage the activities of other musicians
- Submit a link or video of candidate leading a worship service

#### **JOB SUMMARY**

The ideal candidate is responsible for overall music ministry management – including planning, organizing, directing and coordinating activities that require performances of the church choirs/choruses.

#### **JOB DESCRIPTIONS AND RESPONSIBILITIES**

Play organ and piano and direct all choirs for Sunday Morning Worship Services (Mass, Praise Team, Men and Women's Choruses, Youth).

Rehearse with respective choirs prior to Sunday Morning Worship Services.

Organize and prepare for weekly rehearsals in accordance with established rehearsal schedules and collaborate with Pastor and Worship Committee on selected themes.

Plan and select music for Sunday Morning music selections, and all other church-sponsored services, i.e., Church Anniversary, Choir Annual, Men's Day, Women's Day, Ushers' Annual, and Seasonal Events. Provide title, artist, composer, etc. to Media Ministry and Pastor by close of business on Friday before Sunday service.

Begin Sunday Morning Worship Services with Praise and Worship.

Arrive at least thirty (30) minutes prior to church service and/or church events and Consult with Media/Sound/Audio area, before Worship Service(s).

Perform and provide music at occasional afternoon worship service engagements in-town and out-of-town.

Ensure that a musician is provided during music director's absence.

Be available to play for church member funerals or assist the church in finding a musician for funeral services.

Instruct all choirs on etiquette for Worship Services.

**DISCLAIMER:**

All statements are intended to describe the generic nature and level of work being performed by people, individual, or person(s) assigned to the job description. This description is not intended to be an all-inclusive list of responsibilities, duties and skills required for this position. This job description is subject to change at the discretion of the Staff-Pastor-Relations Committee – in collaboration with the Pastor.

**ADDENDUM: Things to Consider**

- There will be an initial 90-day performance dialogue between the music director and the SPRC committee
- There will be an annual review with consideration of a pay increase based on the church's financial status
- This position does not provide benefits beyond agreed-upon compensation
- After one year of service, there will be a two-week paid vacation provided