

Hamilton Mill United Methodist Church

JOB DESCRIPTION **Title: Director of Music and Worship**

Supervisor: Senior Pastor
Annual Leave: See Employee Handbook
Salary: As recommended by the Senior Pastor and the Leadership Board

General Description: Responsible for the supervision and direction of the music program and worship planning while nurturing an atmosphere of serving God through leading others. This person should have an understanding and appreciation of worship and various styles of music to help fulfill the mission of HMUMC. The music program should be a ministry to choir members and the congregation, offering both traditional and modern styles of music to reach the needs of a diverse congregation and community. Worship planning should also be a ministry which also embraces the varied needs of the congregation in alignment with the mission and theology of the United Methodist Church. An established and healthy music education plan from K-12, young adult, and adults is critical to the success of this music ministry.

Qualifications:

- 1) Understand, appreciate, and support United Methodist policy and liturgical worship.
- 2) Be spiritually mature.
- 3) Understand the mission of the larger church and support all staff in their mission and ministry.
- 4) Must be able to maintain confidentiality.
- 5) BS Degree in Choral Music (M.S. Preferred).
- 6) 3-5 Years of experience directing adult choirs.
- 7) Vocal skills preferred.

Skills Required:

- 1) Excellent conducting skills.
- 2) Superior teaching and vocal coaching skills.
- 3) Rehearsal skills and working knowledge of church music repertoire.
- 4) Must be able to multi-task, be a self-starter, and possess strong organizational and administrative skills.
- 5) Possess the ability to prioritize work and meet deadlines while maintaining a helpful, friendly attitude towards volunteers, employees, and staff.
- 6) Must be a team player committed to serving God and promoting the well being of the church.
- 7) Ability to listen to and communicate with people of all ages and musical backgrounds.
- 8) Skills for researching music issues and programs related to people in the congregation and community with sensitivity to what makes worship effective.

Duties and Responsibilities:

- 1) Staff Supervision and Development – Serves as supervisor to the accompaniment/pianist, and part-time Director of Modern Worship.
- 2) Work collaboratively with clergy staff in planning and executing all worship services.
- 3) Lead, coordinate, and train music staff and volunteers in planning and executing all worship services.
- 4) Supervise inventory of music library, supplies, and equipment.
- 5) Approve the use of all church music, sanctuary sound equipment and instruments by those other than music staff members.
- 6) Submit annual budget for worship and music department.
- 7) Coordinate and approve guest musicians and special programs in advance.
- 8) Coordinate and plan the special Musical Worship Services (ie: Holy Week, Easter, and Christmas Cantata).
- 9) Attend staff meetings and worship meetings.
- 10) Recruit and work with choir volunteers, musical teams, to promote musical excellence and worship.
- 11) Assist with funerals and other special services as needed.
- 12) Serve as staff liaison for Worship Committee and all sub-groups under Worship.
- 13) Serve on any special committees as requested by Senior Pastor.
- 14) Attend music/worship workshops and continuing education events.
- 15) Lead the congregation to commitment to Christ and ministry of the church.
- 16) Model personal behavior and a lifestyle consistent with Christian faith and principles
- 17) Any other duties as assigned.