



## **Director of Music Job Description**

### **Primary Responsibilities:**

The Director of Music is charged with the responsibility of overseeing the music ministry of the church and providing suitable music for all worship services designed to connect people with God and One another. Director of worship will utilize and cultivate musical talents of congregation and choir members. This position requires working with the Pastor, SPRC, and lay leadership to plan and implement worship services that create an environment for people to encounter God in meaningful ways.

### **Accountability:**

The Director of Music is a part-time, salaried employee, responsible to the Staff Parish Relations Committee and is under the direct supervision of the Pastor.

### **Qualifications:**

1. The Director of Music shall demonstrate a deep commitment of their faith in Christ and have familiarity with the United Methodist worship experience.
2. The candidate must be a proficient pianist/musician and have experience as a director of music in a blended setting.
3. This person shall have interpersonal skills to relate to the music ministry volunteers of all ages.
4. Ideally some experience as an educator is desirable because this position requires developing and cultivating musical skills in others.
5. This person must be familiar with “Safe Sanctuary” and willing to participate in Safe Sanctuary training as defined by Hope UMC.
6. Proficiencies in computer and emailing are required, with a working knowledge of audiovisual needs is desirable.
7. Provide 3 references and successfully complete a comprehensive background check.

### **Responsibilities:**

1. Encourage and strengthen the spiritual lives of all volunteers.
2. Confer weekly with the Pastor and key volunteers to plan, reflect, and evaluate worship services.
3. Plan, coordinate, and lead weekly music ministry rehearsals  
This also includes but not limited to;
  - Planning and rehearsing for upcoming worship services and liturgical seasons.
  - Select and have music copied and ready for all musicians before rehearsals.
  - Schedule and rehearse with both the choir and praise band as needed.
  - Coordinate and work closely with sound room person(s) for song lyrics and other audiovisual needs.

- Arrive by 9:30 am each Sunday and 30 minutes before all rehearsals in order to be adequately prepared.
- 4. Recruit and equip volunteers to lead worship in your absence.
- 5. Develop and maintain budget requirements for the music ministry program while envisioning future needs.
- 6. Purchase supplies, music and other technological needs for the music program.
- 7. Oversee the maintenance and upkeep of the sanctuary piano.
- 8. Participate in appropriate staff meetings, ministry team gatherings and other training events as required.
- 9. Encouraged to participate in church activities, like the Welcome Table, to further invest in the life of Hope.
- 10. Serve as part of a “team first” staff.

**Annual Review:**

The Staff Parish Committee and the Pastor shall review the Director of Music annually that will include a self-assessment as well. The annual review will be the basis of a merit raise in salary and opportunities for training and improvement.

**Hours and Compensation:**

This position requires 15 to 20 hours per week with two weeks paid vacation and two weeks unpaid vacation. The salary range is between \$6,500 and \$10,000 for a period of 50 weeks per year, based on experience. The Director of Worship will have \$500 for continuing education opportunities. This is considered a part-time position with no additional benefits.

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