

Christ United Methodist Church

2019 Job Description

Minister of Music

The Minister of Music is responsible for planning, developing, overseeing, coordinating, and directing the music program of Christ United Methodist Church as defined below:

QUALIFICATIONS:

- A degree in Music or a related field or equivalent
- An accomplished pianist with some organ experience
- A minimum of four (4) years experience directing a choir is preferred
- A knowledge of traditional and contemporary worship music

DUTIES AND RESPONSIBILITIES

- Coordinating all choirs for worship and special services*. This is done in close working contact with the Pastor and the worship team, recognizing that the Pastor has the responsibility and duty to oversee the worship life of the congregation as outlined in paragraph 340 of the 2008 Book of Discipline of the United Methodist Church.
- Directing the Chancel Choir. This includes holding weekly rehearsals from mid August through mid June. The choir traditionally has two (2) months off in the summer. Even though the choir may be off, the Minister of Music is responsible for ensuring that all worship services are musically prepared. All needed rehearsals will be coordinated through the Minister of Music.
- The Minister of Music may have one week of paid vacation each year and two weeks of paid vacation per year after five years of service.
- Coordinate the Hand Bell Choir's activities with the worship program. The Hand Bell Choir will meet weekly September through May and play for worship at least once a quarter and for special services* as deemed appropriate. The Minister of Music will provide assistance as needed.
- Organizing and maintaining a Children's Choir, Youth Choir and Chimes Choir. These choirs will meet weekly September through May with weekly rehearsals (or as required to support the needs of the church).
- The Minister of Music may delegate the Minister's position of the Children's Choir, Youth Choir or Bell Choir to a volunteer, if one is available. The Minister of Music will work with the volunteer Minister(s) as needed to help with singing for worship services, Christmas programs, Kid's Day, Youth Sunday, etc.
- Promote and facilitate the utilization of other instrumental talents within the congregation in worship and special programs, as well as, arranging for community instrumentalists to share in worship and special programs.

- Working with the organist and/or accompanist. This can include choir rehearsals, Sunday morning worship services, and special services*. The Minister of Music should be able to fill in for the organist in the event of sickness, vacation, etc. If the Minister of Music is unable to fill in for the organist, the Minister of Music will contact the pastor as soon as possible.
- Being a working member of the worship team. This involves a monthly meeting with the Pastor and the rest of the worship team to plan and coordinate the next month of worship services and any special services*.
- Attending program ministries meetings. The Music Department falls under the area of worship. The Minister of Music should communicate, as needed, with the worship team on any special events, happenings, or items needed for any service held at Christ United Methodist Church.
- The Minister of Music will submit annual requests for funding to purchase new music and supplies for the choirs to the Leadership Board. The Minister of Music should work within the budget to provide new music and supplies for each choir. Volunteer Ministers must seek approval from the Minister of Music before ordering materials and/or supplies for their choir. The music library should be kept in order and up to date.
- The choir robes should be cleaned yearly. The Minister of Music will advise the Trustees when and if any repair work needs to be accomplished on any of the instruments in the church. This includes having the pianos and organ tuned.
- Coordinate with the Studio 133 Media Ministry Team for media system needs relating to microphones, accompaniment CD's, Videos, audio files, other amplification requirements, recording of performances, etc. This coordination relates to rehearsals as well performances.

* Special services include, but are not limited to: Christmas Eve, Maundy Thursday, Sunday evening programs, funerals and weddings.

**** A criminal background check is required prior to employment.**

The Minister of Music, Pastor and Leadership Board Staff-Parish Coordinator will review this job description annually. Any problems relating to the performance of these responsibilities shall be brought to the attention of the Pastor and/or Leadership Board Staff-Parish Committee, Job related concerns of the Minister of Music shall be taken to the Pastor. If the Minister of Music and the Pastor cannot resolve any particular problem or issue, the Minister of Music has the right to consult with the Leadership Board Staff-Parish Committee as a whole. All parties shall attempt to resolve concerns in a timely manner and shall be given an appropriate time frame in which to do so.

I have read and understand the responsibilities for the position of Accompanist at Christ United Methodist Church. I understand that failure to adequately meet these responsibilities could result in my immediate dismissal.

Pastor

Date

Minister of Music

Date

I have reviewed the job description for the Accompanist with _____ and made him/her aware of the compensation the position offers.

Leadership Board Staff-Parish Coordinator

Date