

Music Director/Organist

These are the employment expectations for the part-time position of Music Director/Organist for
Crossroads United Methodist Church
1800 Rodman Avenue, Portsmouth, VA 23707
757-397-7815

General:

- A criminal background check will be standard hiring procedure
- Compensation will be paid in monthly installments on the 15th and the 30th of each month
- Employment Reviews will be conducted quarterly
- The Music Director/Organist is responsible to the Pastor and the Pastor-Parish Relations (PPR) Committee

Key Duties and Responsibilities:

1. To provide organ/piano/keyboard music for worship services
2. Conduct choir(s) practice(s) at least once a week
3. Sunday morning rehearsal should begin at 10:40 and end by 10:50 AM so as to give time for the Prelude to begin at 10:55 AM in the Sanctuary
4. Recruit new people for choir(s), musical ensembles and to develop new groups as the need or opportunity arises
5. Select special music/anthem for each worship service – 11:00 AM weekly
6. Practice the hymns, anthem accompaniments and organ selections for scheduled worship services
7. Prepare appropriate music for special services (Holy Week, Advent, Christmas, etc.)
8. The Music Director must turn in anthem and any other special music for the bulletin to the Church Secretary by Tuesdays of each week by noon
9. The Music Director is a member of the Worship Committee and the Church Council and is expected to attend these committee meetings
10. The Music Director has control over the music funds and is expected to maintain spending within the budgeted amount. Any bills or receipts should be forwarded to the Church Treasurer for reimbursement. The Music Director should bring any budget requests for the following year to the Worship Committee during preparation of the new budget.
11. The Music Director will be contacted by the pastor or other church representative when services are requested for funerals and weddings. In the event that the church member requests the services of another musician or a particular singer, the Music Director will be advised of such by the pastor or church representative. (see "Wedding Polices" regarding compensation)
12. Ensure that regular communication is provided to the choir(s) and congregation by way of the newsletter, bulletin, email, texts, phone calls
13. Strong interpersonal, organizational, verbal and written communication skills, and conflict resolution skills are a plus
14. Ability to work with/communicate with the Pastor, Worship Committee, fellow employees, church choirs(s) and members of the congregation
15. Competency in working with a variety of age groups and types of music
16. Maintain confidentiality in all matters concerning the church and its members
17. Maintain cleanliness and orderliness in all church related areas
18. Personal Leave: Two weeks paid leave will be provided each year, non-accruable.
19. The Music Director/Organist is responsible for finding a competent replacement. The replacement shall be arranged at least two weeks prior to absence, unless prohibited by illness.
20. Questions regarding worship should be addressed to the Pastor. Any other concerns should be addressed to the Pastor and the Chair of the PPR committee.
21. No personal cell phone usage allowed during worship services.
22. Any derogatory comments on Social Media regarding your employer CUMC is prohibited.
23. Either party may terminate this agreement at any time without notice.

Opportunities:

- Permission to use the church organ and piano for private teaching – not to conflict with church's programs
- Use of organ and pianos for preparing and giving recitals or concerts