

**Crooks Memorial United Methodist Church
Director of Music Ministry Position Description**

SUPERVISOR: Pastor
STATUS: Exempt/Salary paid in monthly installments.

RESPONSIBILITIES & DUTIES:

The Director of Music Ministry is responsible for providing leadership and oversight to the entire music ministry at Crooks Memorial United Methodist Church in cooperation with the Pastor. This position encompasses both the role of choir director and organist/pianist. Adjustments to this arrangement or responsibilities below may be at the discretion of the Pastor.

The Director of Music will ensure that the activities of the Music Ministry support and align with the overall mission, values, and goals for Crooks Memorial UMC. This will include the setting of specific ministry related goals each year. The following are responsibilities:

1. Leads the Chancel Choir and any related ensembles and soloists for Sunday worship services and other special services. This includes the selection of music, conducting weekly rehearsals, and directing during worship services.
2. Provide organ and/or piano music for Sunday worship services and other special services as requested. Coordinate music selections with the pastor to select offerings that are compatible with the type of service, sermon topic, and the season of the church year
3. Collaborate with the pastor for the selection of hymns and other musical offerings for weekly worship.
4. Recruit and build upon the chancel choir and any other current musical groups.
5. Schedules special music for worship services such as ensembles, soloists, and other choirs. Encourage participation from the congregation.
6. Notifies office staff and pastor of vocal and instrumental selections for weekly worship by Tuesday at noon.
7. Coordinate and collaborate with the pastor for the planning of worship services. This includes meeting regularly with the pastor and/or Worship Design Team to plan, share, and evaluate ideas.
8. Attend staff meetings arranged by the pastor.
9. Is responsible for the request and proper use of funds for the "Music" and "Instrument" line item of the budget.
10. Selects and orders vocal/instrumental music and supplies, as well as instrumental supplies. Catalogs and stores music and supplies. It is recommended to use volunteers as needed.
11. Ensures choir robes are properly maintained and purchased as needs dictate. It is recommended to use volunteers as needed.
12. Ensures the instruments are maintained in optimum working condition and acts as a professional consultant in the purchase and replacement of instruments.
13. Assumes responsibility for building security and lighting at the conclusion of all use of the building by the music ministry.

14. Arranges for the publicizing of upcoming Chancel Choirs and special music events as needed in the bulletin, church newsletter, website, Facebook, and where possible community publications. It is recommended to use volunteers as needed.
15. The Chancel Choir takes a hiatus from August through Labor Day. The Director of Music is still responsible for all other duties during that time, including arranging for special music.
16. The Director of Music shall participate in the opportunities for continuing education and training as funding is available in the Crooks Memorial United Methodist Church Budget.
17. Adhere to the Staff Leave Policy for all leaves and absences (personal, ill, and other). In the case of absence/leave, the “paid music substitute” should be asked to provide coverage for worship services. If unavailable, the Director of Music should select someone from a list of volunteers (which the Director of Music maintains) to secure coverage, unless other arrangement are made with the permission of the pastor.
18. Has first right of refusal for organ and piano presentations at all weddings and funerals at CMUMC and ensures a competent organist or piano accompanist presides at the service in his/her absence.
 - a. Fees for Weddings of members and nonmembers are set by the Crooks Memorial United Methodist Church “Facility Use Policy” established by the Leadership Board. Fees shall be paid by the couple or family at the time of the wedding.
 - b. A \$100.00 Fee for Funerals of Church Members will be paid by the church minus any gift given by the family. Fees for nonmember funerals will be paid by the family.

MANDATORY QUALIFICATIONS:

The position of Director of Music Ministry requires the following Knowledge and Background:

1. Commitment to the Christian faith and personal relationship with Jesus Christ.
2. Formal Music education preferred.
3. Proven and demonstrable abilities in directing, rehearsing, and leading musical groups.
4. Proficiency playing piano and organ. Handbell experience a plus.
5. Experience serving in the local church.
6. Strong inter-personal communication and leadership skills.
7. Have knowledge and familiarity with varied styles of music and composers.
8. Knowledge of the United Methodist Hymnal, The Faith We Sing, and Worship & Song, as well as the Book of Worship.

As of 8/15/2017