**General Position Description**: The Director of Music Ministries’ role is to organize the church’s music and fine arts ministry by encouraging the people of LUMC to use their gifts, their love of God and their joy in expressing this love through music to create a theologically defined atmosphere of worship for Sunday services and for special events that reflects LUMC core values and mission statement.

**Director of Music/Pianist/Choir Director**

The Director of Music is a part-time, salaried position responsible for providing for the spiritual enrichment of the congregation through music and to minister to the congregation through inspirational music.

**To Whom Responsible:** The Senior Pastor

**Objectives:**

* Uphold the mission of the UMC, local church and staff’s mission therein (see pg.2)
* Oversee the development and management of music ministry of LUMC drawing on a variety of music and styles to communicate the Church’s core values using music that is theologically consistent
* Lead the church in the musical arts worship of God using inclusive language whenever possible.
* Develop and mentor (both musically and spiritually) participants in the music and fine arts ministry

**Core Competencies:**

**Spiritual Maturity -**shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent Wesleyan theology.

**Worship Leadership** – Works with pastor to design and facilitate relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that incorporates a mix that celebrates the diversity of learning and style of experiencing God; flow reinforces the theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

**Conducting and Teaching** – designs effective plans for learning music and leading others in worship. Selects music offerings relevant, provocative, and contributive to a deeper understanding of scripture, theology and spiritual practice; uses a variety of music to maintain interest and build connection.

**Lay Leadership Development through Music**– gives attention to developing, coaching, and mentoring lay leadership to enable laity to increase their ability to carry out ministry. Uses influence to increase the participation of others in order to accomplish changes in the church.

**Professionalism** - Good work habits including punctual and regular attendance and efficient use of time. Working cooperatively with other staff members and complying with supervisory directions. Good communication and human relations skills, including conflict management and resolution.

**Mission Ownership** – Demonstrates understanding and full support of vision, mission, values, and beliefs of LUMC. Can teach those values to others. Leads her teams to identify unique mission and vision which is in line with UMC.

**Essential Functions and Responsibilities**

MUSIC DIRECTOR/ADMINISTRATION

* Manage the selection and purchase of all music used in the church.
* Maintain the music library and inventories. Handle licensing reports.
* Administer the music program including organizing and coordinating all music at the church.
* Oversee and administer the music program budget.
* Provide material periodically for the Newsletter and/or Sunday bulletin regarding the music program of the church.
* Coordinate appropriate service music and provide lyrics to Communications and Office Director for worship slides
* Attend regularly scheduled staff meetings. Participate in other special occasional meetings as needed and as requested by the LUMC Board.
* Prepare an annual budget relative to expenditures involved in developing and maintaining a vibrant music ministry, including ordering music, choir robes, piano tunings.
* Participate in Special Events:Certain seasons and holidays are particularly significant in the life of the church and may call for special musical activities. Examples of such events would include but not be limited to: Christmas cantatas, Ash Wednesday anthem, Palm Sunday musicals, Holy Week services, special Easter Services, weddings, and funerals. At such seasons and events, the Music Director should be prepared to offer advice and counsel to the Pastor with regard to appropriate musical services both within and outside the context of a regular Sunday Worship Service.
* Chancel Choir:Conducting and leading the church’s Choir is the responsibility of the Music Director. This includes music planning, recruiting members, oversight of regular rehearsals, preparation of the choir for their participation in the church’s Sunday morning worship, organization and leadership for special choral events and conducting the chancel choir during the Sunday morning worship.
* Oversight of the Church’s Musician(s): The church’s musicians are under the direction of the Music Director. While the Staff-Parish Committee/Council and Pastor shall be responsible for hiring, setting salaries and dismissal of all paid staff, including paid musicians, they shall look to the Music Director for guidance and counsel. This includes special music offerings and substitutes when Music Director is using PTO

ACCOMPANIST:

* Serve as pianist for Sunday morning service, including prelude and postlude and other musical selections as needed during the worship service.
* Serve as accompanist for the Choir during weekly rehearsals and prior to Sunday services and any additional services as needed.
* Rehearse with and accompany vocal and instrumental soloists at various services.
* Serve as organist/pianist for weddings, memorial services and funerals.
* Accompaniment of children offering special music during worship.
* Serve as pianist for special services held during the year and rehearsals for same, such as seasonal and Christian holiday programs.
* Obtain substitute accompanists for those occasions when you are absent and arrange for them to be paid by the church.

CHOIR DIRECTOR:

* Work with the choir and congregation to assure the success of a worshipful music ministry.
* Direct the choir during weekly choir practice on Sunday mornings and Tuesday evenings at 6:30pm., (plus additional times identified by special needs) and direct the choir and congregation during our services. (Choir breaks for the summer)
* Choir anthems shall be sung under the direction of the choir director at worship services weekly, unless other arrangements have been made.
* The director will be responsible for the choir’s appearance, sound and delivery.
* The director will be responsible for recruiting new choir members throughout the year from the overall church body of Christian community.
* Summer Choir Break: The Choir normally takes a break from rehearsals and performance during the summer. It is the responsibility of the Director of Music to provide suitable special music during the month by lining up solos, quartets, or other music during this time.
* Knowledge of a wide variety of musical styles and the ability to teach these varying styles to the choir.
* Collaborate with Pastor on hymn/song selections for worship

SOUND TECH/EQUIPMENT:

* General working knowledge of sound equipment.
* Tend to equipment storage area
* Collaborate with Sound Tech Team

**Qualification and Education Requirements:**

* Strong commitment to Jesus Christ.
* Experience in forming and directing church vocal and instrumental groups
* Degree in music or equivalent knowledge and training
* Strong musicianship (e.g. piano, voice, and music direction); Digital Piano proficiency
* Experience in leading worship and/or other music related events; working knowledge of choral rehearsal techniques and conducting.
* Experience in organizing and knowledge of traditional and contemporary Christian music/hymnody
* Knowledge of Copyright laws

**Working Conditions and Schedule:**

* Part-time professional program staff to include preparation, rehearsals, Sunday morning services, special services, including Christmas Eve, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, and Easter. The Director of Music Ministries will coordinate a regular schedule with the Pastor.
* Tobacco and perfume-free work-place.

**Position Type:** Part-time (Approx. 15 hours/week) $18000

Benefits: N/A

**The UMC Mission Statement:**

Making Disciples of Jesus Christ for the transformation of the world

**Leander UMC Vision Statement:**

Our vision is to be a hub through which the unconditional love and friendship of Jesus meets people where they are and transforms lives.

**Leander UMC Mission Statement:**

Put Faith into Action, Enjoy Friendship in Christ, Connect with Communities

**Leander UMC Staff Mission:**

Work on the ministry of Leander UMC so that the congregation is empowered and equipped to be in ministry.

**Heritage Tree Preschool Mission:**

HTP at Leander United Methodist Church is a place where children and families can learn and grow in a loving, God-centered environment.

We pray together, grow together, and learn together.

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| Reviewed By: | Laura Becker | Date: |  |
| Approved By: | SPRC | Date: |  |
| Last Updated By: |  | Date/Time: |  |
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