

St. Mark's United Methodist Church Job Description

Position: Music Director

Position Overview:

The Music Director develops and leads the worship music ministry for St. Mark's United Methodist church, in consultation with the Senior Pastor, Contemporary Music Leader Team Leader, Organist, and congregation, in a way that is consistent with our United Methodist Church's missions, values, and theology. This position reports to the Senior Pastor, and Staff Parish Relations Committee (SPRC), and is subject to quarterly reviews, and an annual formal evaluation.

Primary Position Objectives:

- 1) To integrate the sacred music ministry of the church with the overall purpose of the church to make disciples.
- 2) To coordinate, maintain, and spark enthusiasm for the music programs at St. Mark's while working with the staff and congregation to promote the vision and mission of the church.

Key Areas of Responsibility:

- Select, plan music, and lead the Chancel Choir and any other vocal choirs/instrumental choirs other vocal choirs that provides music for the traditional worship service including special services and events such as Christmas Eve, Holy Week, etc.
- Recruit, retain, equip, motivate, supervise, and minister to the music leaders, choir members, and musicians.
- Direct outreach events into the community through musical performances and concerts at other churches or organizations, as appropriate and approved by the St. Mark's UMC Ad Council.
- Maintain and report a monthly accounting of the music finances and annual budget to Senior Pastor and Finance Committee.
- Communicate faithfully with the Senior Pastor and staff.
- Purchase music, supplies and equipment necessary to support the programs.
- Research music for future services, arranging, transposing, and sequencing music, and maintain the music library.
- Direct or coordinate direction of the bell and chime choirs.
- Coordinate and develop a children's music offering and support leaders and accompanists for younger choirs.
- Coordinate weekly rehearsals for the Chancel Choir.
- Support for both the traditional and contemporary worship services.
- Participate in the life and ministry of the church.

General Duties:

- Be sensitive to the personal spiritual growth as well as professional growth of the choir members and seek opportunities for continuing education.
- Communicate the vision of the music ministry to the church congregation.
- Sensitivity to diversity and inclusiveness of various music styles, and needs for all services.
- Encourage and develop younger musicians and vocalists.
- Miscellaneous tasks as needed or defined by the Senior Pastor.
- Chancel Choir recesses during July and August. The Music Director is responsible for defining the plan for a musical ministry during the 11:00 p.m. Traditional Service during these months.

Qualifications:

- Committed Christian and follower of Jesus Christ.
- Bachelor degree or higher in Music.
- Experience in directing vocal choirs and instrumental groups (Minimum 2-3 Years).
- Good communication and organizational skills.
- A background check will be required since we are a Safe Sanctuary establishment.
- Love and respect for people.
- Sense of humor and positive attitude.
- Strong team player with the staff, music team, and congregation.
- Dependable, responsible, self-motivated, and creative.
- Spiritual sensitivity for a range of theological positions is essential.
- Demonstrated ability in a wide range of styles including Christian classic hymns and contemporary music.
- Professional quality musical (organ, piano, etc.) training and ability to play.
- Two years or more formal college vocal training.
- Training in hand-bells/chimes or willingness to be trained.

Time Commitment Guidelines:

Sunday mornings: 8:00 a.m. until 12:30 p.m. (4-1/2 hours)

Mid week rehearsals: (2-6 hours)

Planning and preparation time: (4-6 hours)

Special services: (5-10) hours monthly or as needed

Employment Start Date: September 2009

Commitment: Min. Two Years

Annual Salary: \$19,000.00

Deadline to submit resumes and letters of interest: August 19, 2009

Contact Information:

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