

## Reynolds Memorial United Methodist Church

### Employee Position Description

- Position: Director of Music / Accompanist
- Reports To: Pastor and Staff-Parish Relations Committee
- Status: Part-time (5-10 hours per week or amount necessary to complete job each week)
- Objective: To enhance the service of worship with appropriate music which assists the congregation in praising and serving God. To provide musical leadership to the choir, and congregation. To work with the Pastor, staff, and Nurture Team in the development of the music ministry at the church.

#### Prerequisites:

1. Education and Experience: Bachelor degree in a music related field or equivalent experience in church music leadership. Knowledge of piano/organ and other musical techniques. Minimum of 3 years as a music or associate music/choir director is ideal but not required. Experience in leading music in worship services.
2. Personal: Possess an active faith and passion for music as an act of worship. Ability to work as part of a team; be flexible, creative, a good listener, effective speaker, have a positive attitude, good moral character, and be prompt, well organized and serve with integrity including the ability to maintain strict confidentiality. Must be willing to work with all ages.
3. References: Must pass a background check as well as have acceptable written and oral references from previous employers, schools, and members of the community. Examples of programs developed and record of good attendance.

#### Description of Duties:

1. Daily:
  - a. Protect the reputation and integrity of others through strict confidentiality
  - b. Develop an attitude of ministry to the church rather than simply working in a particular job
  - c. Demonstrate a high level of trust (A violation of this trust may result in disciplinary action which may include immediate dismissal)
  - d. Display the ability to communicate well, both verbally and written, and with a loving, Christian attitude
  - e. Create an environment that is inviting to people passing through on a daily basis
  - f. Must never use or allow the church to be used as a place of gossip or hearsay

2. Weekly:

- a. Coordination/Scheduling of music for worship services and special events as determined by the Pastor and other committees
- b. Consult with the Pastor and Nurture Team to plan themes for all worship services especially for hymn selection and scheduling selections of special music
- c. Weekly choir rehearsals are expected
- d. Motivate the choir and congregation
- e. Work with the Pastor and Finance committee to develop and manage a music budget
- f. Work with Board of Trustees and the Pastor to ensure proper performance and maintenance of the entire musical system
- g. Encourage church members' and constituents' participation in the music ministry of the church by recruiting and organizing volunteer song leaders, instrumentalists, vocalists, and choir members
- h. Work with the Pastor and office volunteers and/or staff to ensure that accurate information is printed in the worship bulletin and other printed materials. Submit items for the church calendar.
- i. Ensure the music library is organized and maintained. Purchase new, exciting material as the budget allows.
- j. Work with Pastor to monitor copyright restrictions and ensure appropriate licensing is maintained
- k. Have a willingness to prepare and/or arrange different styles of music for Sunday worship and special worship services
- l. Other musical related duties as directed by the Pastor

Compensation:

Commensurate with education and experience. Salary amount to be determined by the Staff-Parish Relations Committee and approved by the Church Council and Charge/Church Conference. An annual performance review shall be conducted by the SPR Committee with input from the Pastor and appropriate parties.

I agree with this position description and will fulfill it in its entirety.

\_\_\_\_\_  
Director of Music

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Chair, Staff-Parish Relations Committee

Date