

## Colonial Heights United Methodist Church

6321 Chapman Highway

Knoxville, TN 37920

865-577-2727

[office@colonialheightsumc.org](mailto:office@colonialheightsumc.org)

**Title:** Music Director

### **General Description and Purpose:**

The Music Director is an integral part of the ministry of the church. The Music Directors' primary focus is to prepare the choir, praise team, and handbells for their active participation and leadership role in the Sunday worship services and other special services as required.

**Accountability:** To the Pastor and Staff Parish Relations committee

### **Responsibilities:**

- Direct the hymns and Chancel Choir anthems for the Sunday morning worship services.
- Select choir anthem music for the Sunday morning worship services. Selections should provide a variety of music, including traditional and contemporary music, and should be appropriately coordinated with the liturgical calendar. Whenever possible, the anthem should follow the theme or sermon for the worship service.
- Submit anthem titles and special music titles for each Sunday's worship services to the Church Administrative Assistant in a timely manner (normally Wednesdays by noon)
- Recruit and encourage new participants to utilize their musical gifts in worship.
- Work closely with accompanists. Music selections should be given to the accompanists well in advance of their rehearsal and performance by the choir. Practice with accompanist before choir practices and / or before each Sunday worship service.
- Arrange for special soloists, accompanists or instrumentalists when needed and use the music budget for their payment upon approval from the Pastor.
- Maintain the music library (filing and organizing) and keeping the music room orderly and neat.

### **Special Service Responsibilities:**

- Select and arrange for musical presentations at additional services during Holy Week (Ash Wednesday, Maundy Thursday, Good Friday), Easter cantata and Advent / Christmas season.
- Meet with the Pastor before the Christmas and Easter seasons to coordinate and plan special music presentations.

**Budget Duties:**

- Maintain choir music budget and coordinate purchases with the church Administrative Assistant.
- Arrange for purchase of new music and supplies within budget limitations.
- Present annual budget requests to the Finance Committee.

**Other Responsibilities:**

- Attend worship Committee meetings to facilitate communication and planning.
- Be responsible for finding a substitute when absent and informing the Pastor of absence in advance.

**Qualifications:**

- Accomplished vocalist with choral group experience.
- Instrumental skills are desired but not required. Preferred instruments are piano, organ, and guitar.
- Bachelor's degree with a music major or minor. Equivalent experience and knowledge can be substituted in lieu of this educational requirement.
- Solo performance experience is desired.
- Ability to lead and perform various styles of music.
- High level of overall musicianship.
- Enthusiastic, positive, and organized. Excellent personal communication skills are essential.
- A demonstrative life of Christian faith and practice and holds a commitment to Christian theology that is compatible with the doctrine, values and traditions of The United Methodist Church.

**Evaluation:**

- First three (3) months will be a probationary period with required weekly communication (either in person or by phone or email) with the Pastor or SPRC Chair.
- Annual evaluation will be conducted each calendar year by the Pastor and at least one member of the SPRC.

**Terms of Employment**

- Compensation: commensurate with experience
- Vacation days: 4 Sundays per year (prior notification given to Pastor)
- Weekly hours:
  - Wednesday evening for choir, praise team, and handbell practice
  - 9:30 to 12:30 each Sunday (choir rehearses at 10:30 a.m. prior to service, service begins at 10:45 a.m. and ends by noon)
  - Planning time: suggest at least 2 hours per week
- As needed and available for funerals and weddings.

