

First United Methodist of Winter Garden

Director of Music Job Description

Position Summary

The position of Director of Music at FUMC Winter Garden is a very important ministry available in and through our church. This position is responsible for the development and promotion of the music program of our church. It is currently a part-time staff position with duties primarily on Sundays and the days of rehearsals of the chancel choir, praise team and any special performances as requested by the senior pastor and/or worship committee.

The Director of Music will serve as primary administrator of the music ministry. He/She will be responsible for planning, organizing, conducting and evaluation of a comprehensive music ministry. He/She will provide variety in types of music presented at services. The purposes of the position are to facilitate an atmosphere in which God is worshiped and glorified, and to provide direction, oversight, and coordination of musical, artistic, and technical elements of worship service with and through the members of the music department staff and volunteers.

Part-Time, estimated 15 hours per week.

Duties and Responsibilities

1. Develop a plan, with assistance from the Pastor and Worship Committee, for the music ministry to help fulfill the church's mission. The plan would include the Chancel choir, Praise team, bell choir, and other groups formed.
2. Work with the Pastor and Worship Committee in developing creative worship services to enhance the overall impact and experience of the service.
3. Direct/lead all music for 11:15 traditional worship, as well as special services as needed, such as Holy Week, Christmas, funerals, weddings, etc.
4. Lead and direct the choir during the Sunday services.
5. Select and coordinate congregational songs with sermon topics and seasonal themes.
6. Have supervisory role and work in connection with the Director of Contemporary Worship and Director of Bell Choir.
7. Encourage the development of spiritual, musical, artistic, and technical gifts of others.
8. Work within an approved annual music budget.
9. Order all music and music supplies for Music Ministry and maintain the music library.
10. Secure maintenance and tuning for instruments as needed.
11. Establish rehearsal schedules for choir.
12. Recruit, train, and equip singers and musicians for participation in worship services.
13. Participate fully in the life and activities of the church.
14. Participate in regular church council and staff meetings.
15. Other duties as agreed upon with the Pastor and Staff Parish Relations Committee.

16. Make fill-in arrangements when unable to perform duties as described during services or practices. Vacations shall not be taken during the Sundays involving special holidays, such as Easter, Christmas, Lent, etc.

Qualifications and Skills

1. Have the ability to actively engage the congregation during worship through music
2. Possess skills in choir, praise team, and instrumental conducting, in voice development, and in worship planning in coordination with the pastor.
3. Be skilled in leading worship through piano/keyboard playing and conducting simultaneously.
4. Display openness to a wide variety of musical styles
5. Have effective communication skills, orally and written.
6. Possess good time management skills by being on time for practices, meetings and church services, along with effective use of practice times.
7. Demonstrate strong leadership and organizational skills.
8. Possess the interpersonal skills needed to relate to a diverse group of people such as pastoral staff, musicians, church leaders and members.
9. Have a clear concept of being an integral part of the church's ministry team
10. Possess a knowledge of copyright laws and CCLI reporting

Above all, the Director must believe that God has a purpose for him/her in this ministry.

He/she must demonstrate a strong faith and commitment to Jesus Christ and be able to share his/her faith with the congregation of the church.

Reports To:

The Director of Music is directly accountable to, supervised and guided by the Pastor. He/she also relates to the Staff Parish Relations Committee according to the Book of Discipline of the United Methodist Church.

The first three months will be a probationary period with required weekly communication with the Pastor. Annual evaluation will be conducted by the Pastor and/ or the Staff Parish Relations Committee and salary increases will be discussed at that time.