

## **Chaires United Methodist Church - Part-time Director of Music**

Send resume and cover letter to [Secretary@ChairesUMC.org](mailto:Secretary@ChairesUMC.org)

### **JOB SUMMARY**

The Director of Music plays a major role in the life of Chaires United Methodist Church. Our expectations are that this person provides faithful, professional leadership in planning, preparing, and leading music appropriate to the liturgy, coordinates musicians, and works with staff collaboratively to nurture and uphold these core values:

- Deep spirited worship
- Music that supports the liturgy of the church with reverence and joy
- A strong music program that proclaims and illuminates the written and spoken word
- Music in worship that is received with enthusiasm and appreciation by the congregation and the community

### **ESSENTIAL JOB FUNCTIONS**

- In collaboration with the pastor and the pianist, provide planning, selection, preparation and performance of choral and congregational music and liturgies for all scheduled worship services, special festivals and seasons including Advent, Christmas, Lent and Easter
- In collaboration with the pastor, selection of hymnody to support worship
- In collaboration with pastor and pianist, educate and introduce to the congregation new hymnody and new liturgical music
- Provide for adequate music rehearsals for all worship services, (typically one weekly rehearsal for each ensemble/choir)
- Recruit, supervise and encourage musicians
- Encourage congregational members and others to become involved with the music ministries
- Attend regular staff meetings
- Maintain music literature and Church music library
- In collaboration with the pianist, oversee maintenance and a repair program for all church instruments
- Develop and manage the budget for music ministry
- Email information for the bulletin and presentation to the secretary and pastor by Wednesday night each week, or as specified by the pastor on special occasions.
- Maintain CCLI account and information as needed.

### **SKILLS AND TECHNICAL KNOWLEDGE**

- Be a trained musician, particularly in church music, experienced in choral conducting and comfortable with conducting a variety of musicians.
- Know and understand the liturgy of The United Methodist Church
- Be able to create and lead a music program that serves all worship services and is appropriate to the preaching and its proclamation.
- Honor the church's musical heritage and liturgy and be passionate about the creation and execution of the worship experiences.
- Collaborate, inspire and work positively with all ministries and staff members.
- Have experience and success in recruiting and nurturing choir members and musicians
- Be skilled in one musical instrument - preferably piano or organ.
- Have basic computer ability for communication and other needs as they arise.

### **ADDITIONAL INFORMATION AND DUTIES**

- Work alongside Pastor to develop ministries and seek to maintain a safe and joyful worship environment
- Music Director shall read and abide by the personnel policies and procedures of Chaires United Methodist Church.

Chaires United Methodist Church - 9243 Parkhill Rd, Tallahassee, FL 32317