



Director of Music Ministries

Position Description:

- * The Director of Music Ministries (DMM) is responsible for the coordination and direction of efforts to practice and sing/play music for Sunday services, special services, and regular and special choir rehearsals conducted on a year-round basis.

Responsibilities:

- * Select and purchase music for the choir and any special music needed (other than organ and keyboard).
- * Plan and direct choir/group rehearsals for church services/gatherings.
- * Select and direct music for the Sunday service and other special services/gatherings, considering input from the pastor.
- * Submit musical selections in a timely manner to the organizer of the bulletin and pastor prior to the Sunday service for submission in the bulletin. The same is to be done for special services.
- * The DMM has no responsibility for weddings.
- * There is also no responsibility for funerals, unless the choir is asked to sing and based on availability.
- * The DMM is responsible for consulting with the Building and Grounds Committee for the maintenance of musical instruments and equipment (other than the Organ and Piano in the Sanctuary).
- * The DMM has authority over the use of funds in the Music Fund which shall be spent in accordance with the church's financial policies. The Finance committee must approve any one-time expenditure from the Music Fund that exceeds \$350.00.

Requirements:

- * Musically
 - Strong background in general music, background in worship music/hymns and anthems
 - Ability to address and pick out individual musical parts in a piece and play the part if need be for the musician on the piano.
- * Generally:
 - Experience working with and leading choirs, and ability to work with all age groups
 - Knowledge of general Church traditions, history, and holidays.
 - Willingness to learn, grow with the church, and work with other members of the choir and church in a positive manner.
 - Qualities including strong leadership skills, cooperation, accountability, compassion, reliability, punctuality, abundant creativity, and professionalism.
- * Time:
 - Commitment to the Services listed under "Position Description" and "Responsibilities"
 - Expectation of 12-15 hours a week

Compensation

- * Cash Salary based on education and experience
- * Four weeks annual vacation
 - Time off includes all rehearsals and services.
 - If possible, the DMM should plan music in a way that does not put a strenuous workload on the Organist while on leave.

Annual Review

- * An annual review will be conducted of the DMM and their work by the Personnel Committee.