

JOB DESCRIPTION

Job Title: Director of Music (Chancel Choir and Handbell Choir)

Reports to: Senior Pastor and Staff-Parish Relations Committee

Classification: Part-time (14-17 hrs/week)

FLSA Status: Exempt

Summary

The vibrant music program at Carter Memorial UMC is an integral feature of the congregation. The program includes a 40+ member Chancel Choir, a ~15 member handbell choir, and a praise band (PS96). Worship is a blended style of contemporary and traditional. The ministry of music offers participants an opportunity to experience ministry and community while living out their faith.

Purpose of the job:

The Director of Music is responsible for the total music program of the church. This includes overseeing all choral and instrumental groups, conducting the Chancel Choir, conducting the Handbell Choir, supervision of the organist, and scheduling of all music programming (choirs and soloists) for the entire year.

Essential Functions/Responsibilities:

- Coordinate the scheduling of all choirs and soloists with the Senior Pastor and other relevant stakeholders. A music schedule should be published twice a year and distributed to the choirs and church staff.
 - Provide regular communications to Chancel Choir and other musicians
- Plan all music for and direct the Chancel Choir at rehearsals (currently Thurs evenings) and Sunday morning (10:15AM) worship services during the choir year (2nd Sunday in September until 3rd Sunday in June),
- Plan and direct music for other special services considered part of the church worship program, except on such special occasions when another group has responsibility for the service music.
- Direct all additional performances of the Chancel Choir, within the church and outside the church, upon agreement of the Director, the Senior Pastor, and the Chancel Choir. Additional performances by other choirs shall be agreed upon by the Director and the Senior Pastor. The Director of Music may also direct other groups in addition to the Chancel Choir, upon the approval of the Staff Parish Relations Committee.
- Oversee maintenance and organization of music library and equipment
 - Facilitate biannual tuning of church pianos (4)
 - Order choral music as needed
- Plan with the Director of Faith Formation for the implementation of appropriate music materials in the church school program, and whenever possible, coordinate music and education efforts.
- Submit regular articles for the church newsletter, *The Messenger*, to provide information to the congregation about choir anthems and musical events that are part of the church music program.
- The Director will submit bulletin information regarding the service music to the Office Manager on a weekly basis during the choir year.

- The Director of Music is a member of the church staff and the Church Council, and shall attend all regularly scheduled meetings of such organizations to ensure coordination of the music program within the total program of the church. Staff meetings are currently held on alternating Monday mornings.
- Supervise Organist, handbell choir, and PS96 director positions.
- Recruit new participants in music program
- Manage the budget for the music programs
- Assign coverage for expected and unexpected absences
- Other duties as assigned by the senior pastor and/or Staff-Parish Relations Committee

Handbell Choir Essential Functions/Responsibilities:

- Schedule rehearsals of the bell choir beginning on the September Sunday after Renewal Sunday and continuing through the beginning of June, with the exception of the Sunday between Christmas and New Year's Day
- Plan all music for the bell choir; order new music as necessary
- Conduct all performances of the bell choir, within the church and outside the church
- Recruit new participants for the bell choir as necessary
- Manage the bell choir equipment responsibly (tables, table covers, foam, music stands, folders, gloves, mallets)

Qualifications:

- The Director of Music must have experience with music programming and the direction of multiple choral and instrumental groups.
- The Director of Music shall have as a minimum a Bachelor of Music Degree
- Piano experience required
- Passion for and knowledge of choral singing
- Knowledge and experience with liturgical worship
- Collaborative, creative, visionary, spiritually grounded, flexible, resourceful, and self-sufficient.
- Good people skills, able to manage volunteers and staff and provide constructive feedback.

The candidate must also read and agree to the Safe Sanctuary policy as adopted by Carter Memorial United Methodist Church. This includes agreeing to a CORI background check and acting in accordance with the provisions set forth by the Safe Sanctuary policy.

Applicants should send a resume and cover letter to cartersprc@gmail.com and indicate their interest in either the Director of Music (Chancel Choir) or Director of Music (Chancel and Handbells) position.