

Suncreek UMC Position Description

Position:	Director, Music Ministries Suncreek United Methodist Church Full Time, Salaried
Level / Grade:	Director
Reports To:	Executive Director of Ministries and Staff-Parish Relations Committee (SPRC)
Pay Range:	Commensurate with experience and skill level
Work Hours:	Full Time
Submission	Please send resumes to randy@sandiferlawoffice.com

Position Description:
<ul style="list-style-type: none"> • Responsible for all aspects of the Music Ministry at Suncreek United Methodist Church, which is a growing suburban church in Allen, TX. Responsible for the development, planning, budgeting, and execution of all music programs. Develops and leads the worship music ministry for the church, in consultation with the Senior Pastor and other team members, in a way that is consistent with the SUMC mission, values, and theology. Helps people establish and develop a personal relationship with Jesus and God through His Word.
Desired Work / Education Experience:
<ul style="list-style-type: none"> • Bachelor’s degree in Music or equivalent work experience • 5+ years professional experience; has successfully led a church music ministry
Skills and Qualifications:
<ul style="list-style-type: none"> • Program Management <ul style="list-style-type: none"> ○ Develops and leads the worship Music Ministry in coordination with the Senior Pastor and other staff members that are consistent with the SUMC mission, values, and theology ○ Selects and coordinates music and creates worship plans for services that align with sermon topics, scripture, and seasonal themes ○ Recruits, trains, and equips volunteer directors, singers, and instrumentalists for participation in worship services and other church activities ○ Responsible for the development, planning, coordination, budgeting, and execution of music programs, choirs, and ensembles ○ Coordinates with the Executive Director of Ministries to ensure music programming is aligned with vision and mission of the church • Program Coordination <ul style="list-style-type: none"> ○ Budgeting; Coordinates with Executive Director of Ministries to create and work within an approved financial budget that provides for the needs and goals of the Music Ministry ○ Ensures music related events are on the church calendar, reserves space, and prepares event space ○ Hires instrumentalists as needed for services and special events

- Coordinates activities, events, and curriculum with Suncreek Staff including: Lay Leadership, Coordinating Council, Children's Ministry, Youth Ministry, and Adult Ministry

- **Music Competencies**

- Understands technical aspects of music production
- Possesses ability to arrange and sequence music
- Possesses familiarity of all forms of Christian music (traditional, classical, contemporary, etc.)
- Able to direct vocal and instrumental musicians

- **Communications / Outreach**

- Provides content for website updates and keeps the Music Ministry web page current
- Communicates with members via social media, website, texts, email
- Provides marketing content for all Music events / activities

- **Other**

- Safety; ensures all volunteers for the Music Ministry with children and youth have had background checks and that SUMC is Ministry Safe compliant
- Able to handle confidential financial and personal information with utmost discretion
- Participates in weekly meetings with Executive Director of Ministries, staff meetings, worship meetings (as appropriate), and church calendar meetings
- Possesses a "can-do" attitude and willingness to step-in to assist or lead in any situation when needed
- Attends outside education classes and training to stay current on theology and best practices
- Is proficient in MS Office applications

Participates fully in the life of the church and supports all church activities; attends all Church-wide events, unless otherwise approved by Supervisor