

Suncreek UMC Position Description

Position:	Director of Traditional Music Ministries Suncreek United Methodist Church
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:	Part-time; 15-20/week Sundays, planning meetings, and rehearsals (required)

Position Description:
The Director of Traditional Music Ministries will grow, develop, coordinate and administer an effective and well-rounded traditional music program by providing leadership to those involved in traditional worship at Suncreek United Methodist Church. This position provides leadership during rehearsals and in preparation for worship. This is a part time position that includes Sunday worship services and special events
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
Objectives, Responsibilities & Qualifications:
<p>Objectives:</p> <ul style="list-style-type: none"> • To cultivate and lead a ministry of vibrant, authentic, joyful, Spirit-led worship. • To teach and encourage God’s people to become genuine, passionate worshippers of God – not only at church, but wherever we go. • To inspire, encourage and equip those with musical gifts and abilities to serve the Lord through worship. <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Selects music that aligns with themes of sermon series, working closely with pastors • Recruits, trains, and equips volunteer directors, singers, and instrumentalists for participation in worship services and other church activities • Directs weekly rehearsals for Chancel Choir, Cantate Youth Choir and Gracenote Bell Choir, as well as special rehearsals for other traditional music ensembles • Recruits & builds relationships with local musicians and volunteers to enhance choirs, ensembles and worship experience • Collaborate with pastoral leadership, Executive Director, choir/ensemble members and volunteer musicians to design and develop meaningful worship throughout the year including Sundays, season worship events (including Gloria & Christmas Eve) and other special worship services • Facilitate timely communication with music staff and volunteers, SUMC publications and promotions and church leadership • Attend all monthly worship planning meetings and staff meetings (as needed) and meet regularly with Executive Director • Works with Executive Director to prepare annual budget

- Ensures music related events are on the church calendar, reserves space, present for all music events and prepares event space
- Preparation of weekly bulletins and special events orders of service
- Hires instrumentalists as needed for services and special events
- Plans and coordinates yearly Cantate Choir Tour
- Works with Director of Contemporary Worship
- Participates in large youth events (retreats, mission trip, etc.) to build relationships with both Cantate members and potential members
- Provides forward-looking vision for the overall traditional music life of the congregation
- Be a caring presence for those volunteering in the traditional music ministry
- Follow Ministry Safe guidelines
- Maintains confidentiality of financial and personal information
- Possesses a “can-do” attitude and willingness to step in to assist or lead when needed
- Provides content for website updates, communicates with members via social media, website, texts, email and provides marketing content for music events / activities

Qualifications:

- Possess a growing faith, a passion for Jesus Christ, a love for people and a heart that desires to see God’s people become authentic worshippers of God
- An understanding of and commitment to the United Methodist understanding of God’s love and grace for all
- Able to be in unity with church leadership’s vision for the church
- Knowledge of and a passion for traditional worship
- Understands technical aspects of music production
- Possesses ability to arrange and sequence music
- Strong background and understanding of choral music and choral directing
- Knowledge of Planning Center and Pro Presenter [preferred]
- Ability to work with those who do not have sheet music knowledge
- Understand copyright procedures and expectations
- Ability to work cooperatively in team ministry
- Highly effective interpersonal communication skills
- Strong organizational skills

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

I have read and understand the above job description and was given the opportunity to ask clarifying questions.

Date: _____

Employee Signature: _____

Supervisor Signature: _____

SPRC Signature: _____