

# FUMC Job Description: Director of Music Ministries

---

**General Position Description:** The Director of Music Ministries' role is to organize the church's music and fine arts ministry by encouraging the people of FUMC to use their gifts, their love of God and their joy in expressing this love through music to create a theologically defined atmosphere of worship for Sunday services and for special events that reflects FUMC core values and mission statement.

**To Whom Responsible:** The Senior Pastor

## **Objectives:**

- Uphold the mission of the UMC, local church and staff's mission therein (see pg.2)
- Oversee the development and management of music ministry of FUMC drawing on a variety of music and styles to communicate the Church's core values using music that is theologically consistent
- Lead the church in the musical arts worship of God using inclusive language whenever possible.
- Develop and mentor (both musically and spiritually) participants in the music and fine arts ministry

## **Core Competencies:**

**Spiritual Maturity** -shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent Wesleyan theology.

**Worship Leadership** – Works with pastor to design and facilitate relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that incorporates a mix that celebrates the diversity of learning and style of experiencing God; flow reinforces the theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

**Conducting and Teaching** – designs effective plans for learning music and leading others in worship. Selects music offerings relevant, provocative, and contributive to a deeper understanding of scripture, theology and spiritual practice; uses a variety of music to maintain interest and build connection.

**Lay Leadership Development through Music**– gives attention to developing, coaching, and mentoring lay leadership to enable laity to increase their ability to carry out ministry. Uses influence to increase the participation of others in order to accomplish changes in the church.

**Professionalism** - Good work habits including punctual and regular attendance and efficient use of time. Working cooperatively with other staff members and complying with supervisory directions. Good communication and human relations skills, including conflict management and resolution.

**Mission Ownership** – Demonstrates understanding and full support of vision, mission, values, and beliefs of FUMC Rockport. Can teach those values to others. Leads her teams to identify unique mission and vision which is in line with UMC.

# FUMC Job Description: Director of Music Ministries

---

## Essential Functions and Responsibilities

- Work with the accompanist, pastor, staff, and worship team to create meaningful worship and effective long-range planning (three-month advance schedule).
- Choose congregational hymns and songs
- Lead adult choir Wednesday evening rehearsals and Sunday morning services for at least 90% of the Sundays in a year (46/52).
- Organize some of the weekly special music during the summer months and during the rest of the year when the choir does not sing.
- Develop children's opportunities for music.
- Prepare an annual budget relative to expenditures involved in developing and maintaining a vibrant music ministry, including ordering music, choir robes, piano tunings.
- Act as song leader in all worship services or recruit volunteer for song leading.
- Recruit and encourage music ministry participation for all age levels.
- Be accountable to staff meetings; Worship Committee by providing important plans, feedback, and requests.
- Insure the maintenance of music library for easy access to sheet music relating to worship themes and the church calendar.
- Communicate bulletin information to the responsible party.
- Delegate Administrative tasks to a Choir Committee which can include: Keeping all music properly filed and tracked; assigning robes/stoles, arranging annual cleaning, maintaining musician/choir member list, tracking and ordering music
- Assist in organizing and leading special music programs (e.g. Children's Christmas Pageant, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter).
- Provide arrangements and accompaniments as necessary.

## Qualification and Education Requirements:

- Experience in forming and directing church vocal and instrumental groups
- Degree in music or equivalent knowledge and training
- Strong musicianship (e.g. piano, organ, acoustic guitar)
- Experience in leading worship and/or other music related events
- Experience in organizing and knowledge of church literature

## Working Conditions and Schedule:

- Part-time professional program staff to include preparation, rehearsals, Sunday morning services, special services, including Christmas Eve, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, and Easter. The Director of Music Ministries will coordinate a regular schedule with the Pastor.
- Tobacco and perfume-free work place.

**Position Type:** Part-time (Approx. 15 hours/week)

**Benefits:** PTO and Standard Holidays

# FUMC Job Description: Director of Music Ministries

---

**The UMC Vision Statement:**

Making Disciples of Jesus Christ for the transformation of the world

**FUMC Rockport Vision Statement:**

A Beacon for Christ

**FUMC Rockport Mission Statement:**

Growing Families in Christ through Nurture, Outreach, and Witness.

**FUMC Staff Mission:**

Work on the ministry of FUMC so that the congregation is empowered and equipped to be in ministry.

**First Learning Tree's Mission:**

To provide a Christian environment where experiences help children to develop spiritually, cognitively, socially, emotionally, physically, and to foster Christian growth of the entire family.

|                  |              |            |  |
|------------------|--------------|------------|--|
| Reviewed By:     | Laura Becker | Date:      |  |
| Approved By:     | SPRC         | Date:      |  |
| Last Updated By: |              | Date/Time: |  |
|                  |              |            |  |