

Shreve UMC

Director of Music Ministries

The Director of Music Ministries (DMM) is a part-time leadership position within the Shreve United Methodist Church. The DMM is responsible for developing, administrating, and sustaining a comprehensive music ministries program for the church community. This would provide opportunities for all [Adults, Youth, & Children] to create an atmosphere of worship and use their musical gifts to the glory of God. The DMM will seek to develop and incorporate into weekly worship a variety of musical styles including traditional, contemporary, vocal and instrumental. The DMM will work closely with the Pastor and the Worship Committee in the planning of services. The DMM will be in agreement with the United Methodist policy and doctrine and with the mission and vision of the Shreve United Methodist Church.

ACCOUNTABILITY

- Directly to the Pastor
- Overall accountability to Staff Parish Relations Committee (SPRC)
- Close cooperation with the Worship Committee

DUTIES AND RESPONSIBILITIES

Musical

- Direct the Chancel Choir including music selection, rehearsals, and Sunday worship services.
- Develop the children's choir and additional music ministries at SUMC.
- Plan and lead special services such as Cantatas at Christmas and Easter, including the selection of music, recruiting soloists, and coordinating all other production needs.
- Work with the Pastor to plan and provide special music for community services in cooperation with other Shreve area churches including, but not limited to Maundy Thursday, Good Friday and Easter.
- Recruit, train and encourage members to participate and lead in musical activities at SUMC. Develop and train volunteer leadership in cooperation with youth and other ministry areas.
- Overall responsibility and accountability for all music related areas of the church [Adults, Youth, & Children], giving direction and oversight, including hands on leadership when needed.
- Be willing to perform other music related duties as needed and directed by the Pastor or SPRC.
- Not required but helpful:
 - Ability to play Piano or Organ at least two Sundays a month during the weekly worship service and at special church or community services.
 - Ability to organize and direct instrumental groups.

Worship Planning

- Join with the Pastor, Staff, and the Worship Committee in planning worship services and special programs.
- Work with the Pastor to choose music that fits the message and theme for the day.
- Coordinate with the musicians, Pastor, and Administrative Assistant to schedule all accompanists, soloists, musical groups, and special music for all services. [See List of Primary Accompanists approved by the SPRC].
- Organize and schedule special music for regular weekly services.

- Work with the SUMC Technical Director to have the words on the screen and any other necessary music or video support. Submit this information following the guidelines of the Technical Team.
- Schedule the weekly Song Leaders and communicate musical selections to them.

Administrative

- Manage the annual music budget, purchase music and supplies, and schedule tuning and necessary maintenance on church owned instruments.
- Participate in Staff Meetings and Worship Committee Meetings.
- Work with the staff to maintain an accurate calendar of music activities and events.
- Prepare a monthly report for the Church Newsletter.
- Give the Administrative Assistant information for Bulletin and Newsletter according to proscribed deadlines.
- Maintain the records for CCLI and work with the church to maintain compliance.

Other

- Maintain the choir practice room, storage rooms, music closet, and all music archives.
- Be available for all worship services at SUMC. This would include special services such as Easter and Christmas Eve, and community services as directed.
- Attend continuing education events for personal and program development.
Compensation [up to annual budgeted amount] will be provided.

MINISTRY

- Be seeking to grow in faith through participation in Bible Study, Sunday School, or small group accountability.
- Keep confidences and deal with conflicts following the biblical model (Matthew 18).
- Determine and pursue common ministry goals with other SUMC Ministries.
- Maintain high ethical Christian standards in your ministry and life.

VACATION & SICK TIME

- Sick leave and vacation time will be granted according to the guidelines specified in the SUMC Employee Handbook. Extended sick leave will be at the discretion of the SPRC and pastor.

EMPLOYMENT EXPECTATIONS

- This is a part-time salaried position requiring whatever hours are needed to fulfill the assigned duties.
- There will be a 90-day trial period with an SPRC evaluation at the end of the 90 days.
- This is an “at will” position meaning that employment may be terminated by either party for any reason with a courtesy of four weeks’ notice.
- Adhere to directives as outlined in Employee Handbook.
- Church membership is welcome, but not mandatory for this position.