

United Methodist Church of Brook Park

Job Description

Director of Music

The Music Director has the primary responsibility for the direction and management of the church's music program. This position is supervised by the Staff Parish Relations Committee in consultation with the Pastor, as provided for by the United Methodist Book of Discipline.

1) Essential duties and responsibilities include, but are not limited to:

- a) Select and direct vocal choir and instrumental music for the church. This will include weekly rehearsals, Sunday morning and special worship services (such as Christmas, Maundy Thursday, Good Friday, etc.) and events. Weddings and funerals include additional compensation.
- b) Plan, at least quarterly, for the integration of music into the worship services with the pastor, other musicians (such as hand bell choir director, soloists, etc.) as well as other Worship Committee members. The pastor has the final say in hymn selection.
- c) Provide the information about the titles and composers of any music pieces planned for an upcoming service to the appropriate person for inclusion in the bulletin at least 3 days before the service.
- d) Work in cooperation with the Staff Parish Relations Committee to designate an appropriate substitute when needed.
- e) Schedule special music during the summer months (June through August) when the vocal choir is not in session. The special music should be planned and noted by the Sunday preceding the first of each month (June, July, and August).
- f) Promote the spiritual life of the congregation through music ministry.
- g) Purchase all necessary musical supplies in consultation with the Worship Committee.
- h) Organize and catalog all music owned by the church, and maintain music rehearsal and storage areas.
- i) Inform the Pastor and other appropriate staff when a rehearsal or other event is cancelled, and provide the reason for the cancellation.

2) Qualifications:

- a) A Bachelor's degree in music, or a music-related field; accredited workshops and courses in church or choral music; and/or demonstrated experience in playing the organ/piano and directing a choir.
- b) Ability to listen to and communicate with people of all ages and musical backgrounds.
- c) Ability to work with volunteers, committees and other staff for planning and implementation of church goals.