



DIRECTOR OF MUSIC MINISTRY

REPORTS TO: LEAD PASTOR

STATUS: PART-TIME HOURLY

FLSA: NON-EXEMPT

EFFECTIVE: FALL 2022

HOURLY RATE: \$40-\$55/hour, commensurate on experience

JOB SUMMARY:

The Director of Music Ministry is a collegial position of Christian Ministry. The Director of Music Ministry assists in fulfilling the Pastor's vision of worship and ministry by creating a meaningful and high-quality music program. The Music Director works in a collaborative way with other members of the staff, including the Organist. The environment is one of creativity, teamwork, and professionalism. The position reports to the Lead Pastor, Anna Blinn Cole.

ESSENTIAL FUNCTIONS

- Choose the choral music, conduct rehearsals, and lead the Chancel Choir in Sunday Worship.
- Choose instrumental music, conduct rehearsals and direct music groups of all ages for special occasions and two (s) services on Christmas Eve.
- Arrange for soloists, duets, ensembles or other special music for occasional Sunday and other special worship services.
- Purchase music and maintain the music library within the line-item limit of the church budget.
- Direct age appropriate vocal and/or instrumental groups for the worship services on a regular basis.

OTHER RESPONSIBILITIES:

- Provide or arrange for appropriate music for weddings (including rehearsal) and funerals held in the church in coordination with the Pastor's plan for the respective services. As stated in the church's Wedding and Funeral policies, the organist/accompanist shall have the right of first refusal for weddings and funerals. If unable to accept the assignment, the organist/accompanist shall pass along this opportunity to the Director of Music. Weddings and funerals shall be paid separately by the families involved.

- Retain responsibility for giving permission to others to use the organ, piano and other musical instruments or equipment owned by the church, as outlined in the wedding and funeral policies.
- Meets regularly with the Pastor to organize a church-wide music ministry program that supports the Pastor's vision.
- Maintains and submits monthly summary of completed tasks and initiatives (during probationary period).
- Oversees budgetary decisions related to all musical programs.
- Works with the Pastor to discern who in the congregation has musical (choral and/or instrumental) talents and continually seek ways to involve such people in the music ministry of the church.
- Arranges coverage for absences.

MINIMUM QUALIFICATIONS:

CORE COMPETENCIES:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the Cobleskill UMC; consistently behaves in a manner congruent to the mission, vision, values and beliefs.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Team Orientation:** Demonstrates interest, skill and success in team environments.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

BENEFITS, CONDITIONS, AND TERMS OF POSITION:

This is a 44-week position annually. There are 8 weeks of unpaid flex time to be taken when desired throughout the year in consultation with the Pastor. There is a six-month probationary period associated with this position. The timing of weeks off shall be planned in consultation with the pastor.

- The work week shall include all Sunday and special worship services, regular choir rehearsal (weekday evening and/or Sunday morning), other special rehearsals as needed and preparation time.

- A written performance review will be provided annually by the Staff Pastor-Parish Relations Committee, in consultation with the Pastor.
- A background check and any other job-related paperwork required by the Staff Pastor-Parish Relations Committee of the Cobleskill United Methodist Church is required prior to employment and periodically thereafter.
- The Safe Sanctuary Policy shall be followed in all matters relating to children and youth. ALL employees are expected to be Safe Sanctuary Certified.
- Wages are paid every two weeks.
- The wage is set hourly for the following fiscal year through the Staff Pastor-Parish Relations Committee.
- Pending budget approval, the rate for the 2022 fiscal year is 4 hours a week at a range of \$40-\$55/hour, commensurate on experience.

Signed:

Director of Music: _____ Date: _____

SPPRC rep.: _____ Date: _____
(Staff Pastor-Parish Relations Committee representative)

Pastor: _____ Date: _____