

CENTREVILLE UNITED METHODIST CHURCH

POSITION TITLE: Director of Music Ministry
EMPLOYMENT STATUS: Full-time (40 hrs)
REPORTS TO: Senior Pastor

WHO WE ARE: Our vision at Centreville United Methodist Church is to be a welcoming congregation, inviting all God's children to experience and share Christ's transforming love. CUMC has a long tradition (since 1854) of excellence in music and places a high value on the importance of music in the worship life of the church. We believe that a strong music ministry for all ages has been a critical factor in the growth, vitality, and spiritual life of the church.

POSITION DESCRIPTION: This is a full-time position at a vibrant, diverse, mission-oriented church in Northern Virginia. The Director of Music Ministry will oversee the operation of all music at CUMC including vocal and handbell choirs for children, youth, and adults as well as additional music ensembles. The Director will lead all aspects of the music ministry necessary for excellent, spirit-filled worship.

PRIMARY DUTIES:

- Oversee the operation of the entire music ministry at CUMC
- Supervise all music staff and volunteers
- Select and plan music that directly supports and enhances Sunday morning services, seasonal services, and special music programs and events
- Direct the adult vocal choir, adult handbell choir, and youth handbell choir
- Lead or recruit leadership for current and future music groups, to include children and youth vocal and handbell choirs, contemporary praise band, instrumentalists, and soloists
- Participate in weekly staff meetings and work in conjunction with pastors to plan worship services
- Submit an annual proposed budget and administer the approved funds designated for the music ministry

SECONDARY DUTIES:

- Provide leadership and care to the music ministry family
- Hold planning meetings with music staff and volunteers
- Communicate with choir members and parents of children and youth involved in music ministry
- Prepare anthem and hymn texts for weekly online services
- Prepare music acknowledgements for the bulletin, live-stream, and licensing compliance
- Lead summer Music Camp (2nd-6th grades) with music staff and volunteers
- Schedule maintenance and repair of handbells, robes, and other music equipment

PERSONAL ATTRIBUTES:

- Active and strong relationship with Jesus Christ
- Passion for ministering through music
- Thrives in a team environment
- Affinity for building and cultivating teams of all ages

TECHNICAL QUALIFICATIONS:

- Proficiency in conducting vocal, handbell, and instrumental groups
- Knowledge of Christian liturgy, theology, and sacred music repertoire
- Familiarity with United Methodist hymns and traditions preferred
- Familiarity with a variety of musical styles (contemporary, gospel, folk, etc.)
- Effective planning and organizational skills
- Excellent verbal and communication skills
- Piano proficiency desirable

EDUCATION AND EXPERIENCE:

- Minimum of Bachelor's degree in Music, advanced degree preferred
- Previous music directing experience required

COMPENSATION:

- Salary range \$45,000 - \$60,000 commensurate with experience
- Accrued Paid Time Off
- Health benefits (Kaiser)
- Dental Benefits (Delta)
- Healthcare Flexible Spending Account
- Long-term Disability
- Life Insurance
- United Methodist Church Personal Pension Plan
- Professional development funding

PERFORMANCE REVIEW: There will be a 90-day probationary period after which there will be a performance review. The senior pastor will conduct an annual evaluation of this position.