



## **Director of Music Ministries**

### **General Description**

The Director of Music Ministries is a part-time salaried position responsible for coordinating and implementing a music ministry that enhances the worship of God and the overall ministry of the Friendship Church. The near-term focus will be on rebuilding the adult choir and starting a children's music program.

### **Specific Responsibilities**

Specific responsibilities of the Director of Music Ministries include, but are not limited to, the following:

1. Planning music for Sunday worship services (currently 11:00 am) and other special services including Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, etc. Related duties include:
  - Coordinate with the Pastor and Organist to select hymns, anthems and special music that relate to worship themes and/or lectionary texts.
  - Direct the Adult Choir each week.
2. Directing weekly Adult Choir practice on Thursday evening (7:00-8:00 PM) and Sunday morning rehearsal (10:30-11:00 AM).
3. Coordinating with Handbell Director to incorporate the handbell choirs into worship 3-4 times per year; and to identify other opportunities for handbells to periodically accompany hymns.
4. Planning and directing special musicals as possible (e.g., Christmas cantata, Festival of Hymns, etc.) and the extra rehearsals associated with them.
5. Working collaboratively with the Children's Ministry Team on musical elements of Children's Church and Vacation Bible School (e.g., a Children's Choir or Chime Choir)
6. Arranging special music (soloists, quartets, instrumentalists, etc.) during the Adult Choir break in July and August
7. Purchasing music, supplies, equipment; and supervising their maintenance.
8. Overseeing the care of choir robes, stoles, and the library of choral music.

9. Selecting music from sacred, classical, traditional, contemporary, and other resources.
10. Attending church staff meetings (monthly) and worship planning meetings (as needed).
11. Assisting in the development of the annual music budget.
12. Contributing articles to the newsletter (as needed).
13. Providing choir members with resources/opportunities for musical growth.
14. Participating in and encouraging musical outreach to the community.
15. Growing and developing the music ministry in line with the mission of the church.
16. Abiding by Friendship's "Child Protection Policy".

### **Qualifications**

- Commitment to Jesus Christ and the ministry of the Church
- Proficiency in voice, piano, and music direction
- Experience with hand bells desirable
- Flexibility to consider, assess, and implement new and innovative methods and programs to enhance the musical ministry and worship of the church
- Effective planning and organizational skills
- Good verbal and written communication skills