

JOB DESCRIPTION

Job Title: Director of Music

Reports to: Senior Pastor

Job Summary: To coordinate the worship music at Trinity United Methodist Church.

Minimal Qualifications:

- Education in keyboard performance, choral conducting and music
- Experience in piano, organ and hand bells

Education, Experience and Training:

- Bachelor of Science or Masters in Music preferred, but not required
- Experience in playing piano, organ and hand bells
- Experience in planning and leading church music
- Experience in conducting various types of church ministries

Job Conditions:

- Play piano, organ and hand bells
- Care for piano, organ and hand bells
- Use computers and audio/visual equipment

Expectations:

- Maintain open communication with pastor, staff, choir, and church members
- Rehearse church choirs and prepare them to lead worship
- Meet regularly with the pastor in planning music as an integral part of worship
- Provide music for special events
- Integrate instrumental talent into church worship program
- Use church members and others for solos and other types of special music
- Pre-record music, if necessary
- Be responsible for the proper care of the church library of music
- Be responsible for the proper care of the church piano, organ and hand bells. Inform the church office when these instruments need tuning scheduled.
- Be responsible for ordering all new music, binders and robes (if needed),

approving statements for payments in keeping with budget requirements

- Consult with the pastor and arrange for a substitute in regard to any absence from rehearsals or worship services which may arise.
- Submit a budget in the fall for the coming year
- Serve as primary representative to the Church Council on behalf of the church's music program, plans and calendar (Optional)

Other:

- The fee for weddings shall be directly negotiated between the church musician and the parties involved, if available.
- The fee for funerals shall be directly negotiated between the church musician and the parties involved, if available.

This job description is to be used as a guide for accomplishing the church's objectives and only covers the primary functions and responsibilities of the position, and is in no way to be construed as an all-encompassing list of duties.