	<b>MT. VERNON UNITED METHODIST CHURCH POSITION DESCRIPTIONS</b>		
	<b>MUSIC DIRECTOR</b>	<b>PREPARED BY:</b> S/PPRC	<b>REV. DATE:</b> 03-28-2026

### POSITION SUMMARY

The Music Director is a part-time position that requires playing an organ and/or a piano for the morning worship service every Sunday; coordinating with the pastor on the selection of hymns; selecting an anthem for a small choir to perform during the service; and scheduling and conducting a weekly choir rehearsal. Support of special services is required during certain liturgical seasons such as Christmas, Lent, and Easter. There may be opportunities to play for weddings and funerals with gratuities paid for by the families. The ideal candidate is ministry-minded with a heart for supporting choral singing in a traditional United Methodist worship setting.

### ORGANIST DUTIES

1. Collaborates with the pastor to select music that supports the lectionary, sermon, or chosen theme.
2. Provides accompaniment on the piano and/or organ during Sunday morning church services as well as special services as described above.
3. Reports tuning and maintenance needs of church instruments to ensure they are in good working condition.
4. Arranges for qualified substitutes to play when days are taken off, providing guidance to the replacement.

### CHOIR DIRECTOR DUTIES

1. Schedules and leads one choir rehearsal per week, preparing the choir for Sunday services and special services.
2. Leads and directs the choir's performance of music.

### GENERAL DUTIES


1. Oversees the maintenance of the music library and files.
2. Ensures that the church maintains and complies with the appropriate music copyright licensing agreements. In particular, the Music Director checks to make sure that all hymns and special music selected for services are covered by the Christian Copyright Licensing (CCLI) license before they are used.
3. Performs other duties as requested by the pastor or the S/PPRC.

### QUALIFICATIONS

1. Proficiency on piano and organ with accompaniment skills.
2. Experience directing choirs and leading congregational singing.
3. Familiarity with traditional hymns, anthems, and Christian worship songs.
4. Excellent communication, reliability and punctuality.
5. Ability to work independently.
6. Friendly, caring, and good at working with a wide variety of people.

### SPECIFICATIONS

1. Employment category: Part-time (6-8 hours per week).
2. Salary Range: \$20.00-\$22.00 per hour commensurate with experience
3. Work hours: Time commitment is a minimum of 4 hours per week (2 hrs. for the

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Sunday service and 2 hrs. for the weekly rehearsal with the choir). Maximum 8 hours weekly.

4. Accountability: The Music Director is accountable to the S/PPRC and directly supervised by the pastor.
5. Personal Leave: Three (3) personal leave days per calendar year.
6. Benefits: Health insurance coverage is not included.
7. Background check: Yes