



Grace United Methodist Church

A community of faith that seeks to reflect the light of Christ

Minister of Music and Organist:

Rev. C. Milton Rodgers, III

Music Associate Job Description

Overview: The Grace UMC Music Associate helps the church fulfill its mission by directing various choirs and leading within the church's music ministry. Primary tasks include playing piano/organ as needed, and leading congregational singing for weekly worship services.

The Music Associate reports to the Minister of Music. 20-25 hours a week.

Educational Qualifications:

College degree.

Proficiency in one or more keyboard instruments.

Experience and Skills:

- Strong background and experience in choral singing and conducting choirs and ensemble groups.
- Vocal solo/cantor skills
- Keyboard accompaniment skills
- Ability to build relationships
- Desire to work with all ages
- Strong spiritual commitment to church music and worship
- Organizational skills
- Effective communication skills
- Professionalism
- Collaboration skills

General Responsibilities:

The Music Associate shall provide choral direction and piano accompaniment as needed for the Minister of Music. The Associate will serve as:

- Director of the youth choir, *Wesley Singers*.
- (Grades 6-12)
- Weekly 1 hour rehearsal
- Provides worship service music two times per month
- Special music on occasion (Easter, Christmas, Spring Concert, etc)
- Summer tour



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- Director of the adult female SSA ensemble - *The Treble Ensemble*.
- Weekly 1 hour rehearsal
- Provides worship service music once per month

- Director of the adult a cappella SATB ensemble - *The Grace Notes*.
- Weekly 1 hour rehearsal
- Provides worship service music once per month

General Responsibilities Continued:

- Accompanist/assistant director for the elementary children's - *Asbury Choir*.
- Grades 1-5.
- Accompaniment for weekly rehearsal
- Serve as substitute director in absence of Minister of Music
- Assist with coordination of special music offerings (musicals, summer camps, VBS, off-site musical outreach)

Duties:

- Provide administrative and musical support for special music ministry events.
- Send regular communications to the choir members and/or parents.
- Lead congregational singing of traditional hymns in worship services.
- Provide assistance to the Minister of Music as needed (accompaniment, direct choral rehearsals, etc.).
- Select, prepare, coordinate and conduct music selections for designated choirs to sing for weekly rehearsals, worship services, special services, and concerts.
- Coordinate music outreach - youth summer tour and other ways for community presentations.
- Promote fellowship and community within the choirs.
- Provide church website updates for designated choirs to the Grace UMC Website Manager as needed
- Coordinate youth choir parent volunteers to assist with activities throughout the year - for concerts, choir attire and fundraising.
- Coordinate music with rehearsal accompanists for designated choirs and Minister of Music for Sunday worship service.
- Attend weekly staff meetings when necessary.
- Have a good working rapport with church staff, especially the Director of Student Ministries to coordinate and support youth ministries.
- Attend music-related conferences and educational offerings to maintain professional skills.

Submit cover letter and resume to: office@umcgrace.org