

# Main Street United Methodist Church

202 North Main Street, Suffolk VA 23434

## Director of Music and Worship Ministries

A dedicated Christian called to servant leadership, with skill and passion for designing and facilitating corporate worship and music ministry to the Glory of God and the edification of God's people.

### Job Summary

The Director of Music and Worship Ministries at Main Street United Methodist Church, Suffolk VA, is a part-time position of approximately 20 hours per week. The Director has a significant understanding of the correlation of worship, music, and liturgy. The Director works directly with the Pastor to provide a unified, meaningful and positive worship experience to the congregation, both in-person and virtually. The Director serves the church as a professional musician and works closely with the entire staff and all involved in worship planning, design and implementation. The Director is principally responsible for directing and coordinating the music ministry. The Director is a sincere follower of Jesus Christ and has a heart for the entire worship experience. Membership in the United Methodist Church is preferred but not required. It is expected that the Director will be supportive of and function in accordance with the policies and procedures of Main Street United Methodist Church.

### Accountability

The Director of Music and Worship Ministries is responsible to the Staff-Parish Relations Committee (SPRC) with accountability to the Pastor.

### Employment Qualifications

#### Required:

- Minimum of Degree in Music or relevant musical training and equivalent professional experience of at least five years.
- Professional training and musical experience in a variety of Christian music genres to include classical, gospel, traditional, contemporary.
- Proven and demonstrable abilities in directing, rehearsing, and leading volunteer musical groups of various ages and abilities.
- Extensive experience in planning and developing worship and related programs.
- Strong interpersonal and communication skills.
- Proficient computer skills, particularly Microsoft Word and Publisher.
- Team player of the highest caliber, always remembering that working together is top priority.
- Satisfactorily pass a complete background check.

#### Highly Desirable:

- Proficiency in piano (and possibly organ) so as to be able to fill in for the Organist/Accompanist for rehearsals and/or worship, if needed.
- Experience in the integration of music and media in worship as well as through social media.
- Familiarity with sound system operation and media projection.
- Familiarity with production of digital content for use on social media such as FaceBook/Youtube.
- Proficiency with other musical instruments, such as handbells, guitar, etc.

## Areas of Responsibility

### Music

1. In cooperation with the Pastor, oversees the overall music ministry for all ages. This includes collaboration and coordination with the Organist/Accompanist, Director of Discipleship Ministries (youth and children's ministries), as well as volunteer music assistants.
2. Directs and supervises all aspects of the adult choirs. This includes selecting music, conducting rehearsals, and directing performances.
3. Arranges for small group musical offerings to include soloists, ensembles, etc.
4. Directs or oversees the direction of handbell group(s) and plans incorporation of handbells in worship on a regular basis.
5. Selects music for worship services, in cooperation and coordination with the Pastor as well as others who may be involved with worship planning.
6. Chooses a balanced variety of musical styles and voicings, keeping in mind the vocal abilities of the choirs/individuals and in an effort to minister through music to all who worship with us.
7. Provides and/or arranges for accompaniment on the piano/organ, etc. for these groups.
8. Rehearses with choirs, ensembles, and individuals as scheduled.
9. Provides music for seasonal programs and other events as needed and desired.
10. Hires appropriate professional instrumentalists/musicians for worship and other musical events according to need and in accordance with budgetary allocations.
11. Plans and implements occasional concert events for the church and community.
12. Encourages all music participants in a nurturing and helpful manner to increase personal musical growth as well as team unity and effectiveness.
13. Maintains regular communication among all music volunteers, providing nurture, prayer and support as needed.
14. Arranges for occasional social functions to foster fellowship among music volunteers.
15. Oversees care and purchase of all music-related equipment in accordance with the music budget - including instruments, printed music, choir robes, folders, etc.; maintains, catalogues and stores music (oversees any volunteer assistance); arranges for periodic organ and piano maintenance and tuning (in consultation with Organist/Accompanist).
16. Maintains subscriptions to CCLI, CVLI and similar groups needed to authorize legal use of music and lyrics for projection, printed materials and sharing virtually.
17. Encourages and initiates opportunities for members of the congregation to develop and share their musical skills on previously learned instruments, etc.
18. Provides opportunities for musical activities during fellowship events, such as drum circles, talent shows, etc.

### Worship

1. Regular worship planning with the Pastor and others who may participate on periodic Worship Planning Teams.
2. Compiles and prepares weekly and seasonal worship materials and shares this information with the Administrative Assistant so that she may prepare bulletins and other worship materials in a timely manner.
3. Assists in preparing bulletins, programs, flyers, brochures and other visual aids.
4. Personally leads congregational singing when appropriate and desired, acting as worship facilitator and participant and not just the choir director.
5. Identifies, recruits, develops, and schedules volunteer worship ministry participants (i.e. Worship Leaders, Readers, Song Leaders, etc.) and provides materials, rehearsals and training as needed.

6. Maintains effective communication with all worship participants.
7. Maintains close contact with Director of Discipleship Ministries so that youth/children's ministries may be coordinated with worship.
8. Maintains close contact with Media Coordinator concerning media presentation, microphones needed, and related needs.
9. Monitors and communicates heating and cooling needs for rehearsals, worship and performances in coordination with the Property Manager.

### Other

1. Attends Staff Meetings and Worship Planning sessions as scheduled.
2. Attends Church Council meetings as needed and requested.
3. Uses appropriate methods to communicate and schedule rehearsals and other activities on the church calendar and to reserve space in church facilities.
4. Consults with the Pastor, Finance Committee, and others as needed to determine a yearly budget for Music Ministry.
5. Participates in at least one continuing education event each year relating to music/worship (budgeted item - church pays fees).
6. Participates in organizations that promote church music and worship, such as The Fellowship of United Methodist Musicians (budgeted item - the church pays yearly membership fees).
7. Meets with SPRC representatives and the Pastor for performance review after three months, six months, and one year. Thereafter, performance reviews will occur annually. The door is always open for the Director of Music and Worship Ministries to request meetings at any time.
8. Gets to know the congregation and, in consultation with the Pastor, staff and others involved in worship and programming, develops other music groups, opportunities, etc. which will help the music ministry and congregation grow spiritually and as a community.

### Expectations

1. If the Director of Music is a performer, definitely maintain and share that ability; and if there are others in the music ministry of Main Street Church who demonstrate similar abilities, definitely encourage those gifts. However, always remember that quality corporate worship is our primary goal and never promotion of any one person's skills.
2. Treat each person as if they are family. Nurture their abilities, and always speak and act in love.
3. Despite rumors to the contrary, pastors, musicians and other staff members do get along and work together very well. This is a tradition at Main Street Church, a tradition well worth continuing to the Glory of God and the edification of God's people.

### TO APPLY

Submit a cover letter, resume, video (preferred) or audio samples, and a list of references to Pastor Rich Meiser -richmeiser@vaumc.org . Clearly specify in the email whether you are applying for the Director of Music Ministries position or the Organist/Accompanist position. While our goal is to hire a different person for each of these positions, there is also a possibility that we will consider combining the two positions into one under the right circumstances. Compensation would be commensurate with education, training and experience.