

## Job Description Form

Division/Department    Music		
Job Title:            Director of Music Ministries		
Reports to:          Senior Pastor		
Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week Exempt

### POSITION SUMMARY

Under supervision of the Senior Pastor, the Director of Music Ministries collaborates as a member of the worship team and is responsible for overall management of church-wide music programs to enhance worship experiences and outreach. The Director actively fosters participation and provides leadership and motivation to participants in the music program. The Director provides guidance, direction, and oversight to the Organist/Accompanist, Instrumental Music Director, Children's Choir Director, Contemporary Worship Music Leader, and other leaders of choir/instrumental ensembles in order to create an integrated church-wide music ministry.

### RESPONSIBILITIES – include but not limited to:

#### Vision

- Commitment comes from an understanding of God's love for us and God's desire to communicate the Good News of Jesus Christ through music.
- Creatively sets and communicates the vision and tone, consistent with Messiah's vision, for an integrated church-wide music ministry in collaboration with the Senior Pastor, Worship Committee, Music Staff members, and leaders of other elements of the music program.
- Implements a vision that encompasses ways for the music program to grow and to engage the community beyond the walls of Messiah, striving to integrate with other Messiah outreach programs as possible.

#### Relationships

- Participates in the life of the church to enhance relationships among Messiah staff and with the congregation, to actively obtain feedback, and to motivate participation in music programs for all ages.
- Leads musical skill development, community building, and spiritual growth within the various music ensembles.
- Fosters congregational participation in singing.

#### Preparation and Direction

- Exercises creativity and professionalism in preparing choral and instrumental participants for worship, outreach, and seasonal performances.
- Considers the need for musical variety when selecting music to be performed.
- Ensures that critical musical leadership and instrumental accompaniment is available for all rehearsals and performances.
- Organizes, motivates, leads, and directs the choirs and other ensembles for which he/she is directly responsible.

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	<ul style="list-style-type: none"> <li>• Demonstrates sound knowledge of music fundamentals.</li> <li>• Interprets music and effectively communicates interpretation to ensembles.</li> <li>• Employs a conducting style which effectively communicates to the ensemble tempo, dynamics, articulation, and phrasing, along with effective cueing of performers or sections.</li> <li>• Ability to arrange music using music notation software to suit unique voicing or instrumentation of an ensemble and/or work cooperatively with an arranger.</li> <li>• Familiarity with technology that supports the creation of digital music offerings (such as Logic Pro, Audacity, or GarageBand) and with video editing software.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Works under supervision of the Senior Pastor as a supportive member of Messiah’s management team in furthering the church vision and enhancing worship experiences.</li> <li>• Supervises the Organist and all other Music Staff, and secures substitutes as needed in event of planned or unplanned absences</li> <li>• Works closely with the Organist and other staff and lay personnel to ensure consistency of the church-wide music program with the established vision for the music program.</li> </ul> <p><b>Recruiting, Auditioning</b></p> <ul style="list-style-type: none"> <li>• Actively solicits and motivates participation in the music program, conducting auditions as needed.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Keeps abreast of new developments in church music; participates in and encourages other music staff and lay musicians to participate in professional activities such as seminars, retreats, and workshops.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Oversees instrument care and maintenance.</li> <li>• Reviews, selects, procures and reuses music appropriate for the ensemble and to the sermon, season, or occasion.</li> <li>• Responsibly develops and executes Music Ministry budget as approved by the Church Council and consistent with the articulated vision of the Music Ministry. Ensures Music Ministry expenses do not exceed the sum of allotted budget and designated music ministry gifts.</li> <li>• Arranges for soloists and other musicians consistent with the budget approved by the Church Council.</li> <li>• Implements an orderly way to archive and reuse music resources.</li> <li>• Allocates and Manages for the music ministry staff the continuing education budget as established by SPRC. Provides written annual request to SPRC for CE funds, annual request may be updated in writing as needed.</li> </ul> <p><b>Special Projects May Include</b></p> <ul style="list-style-type: none"> <li>• Messiah Community Chorus concerts (planning, communication, advertising, administration, music leadership)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Messiah Musical Theatre Ministry leadership</li> <li>• Music at Messiah Concert Series</li> <li>• Special guest music groups such as Bluegrass, Barbershop and Chamber Choir</li> <li>• Summer music camp or other enrichment</li> </ul>	
	<p><b>Measurable Performance Expectations</b></p> <ul style="list-style-type: none"> <li>• Grow participation, performance quality and reach of the music program.</li> <li>• Demonstrate effective directing technique.</li> <li>• Demonstrate sound knowledge and understanding of the basic principles of organizational leadership and management.</li> <li>• Maintain control of funds allocated annually to the music ministry budget.</li> </ul>	
	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Adhere to policies set forth in the MUMC Personnel Policies and Procedures Manual</li> <li>• Ability to work independently and in concert with other music personnel</li> <li>• Excellent interpersonal skills and oral and written communication skills in English</li> <li>• Strong creativity, strategic vision and leadership skills</li> <li>• Ability to adjust to variable workloads related to church seasons and to meet deadlines</li> <li>• Commitment to responsible stewardship of church resources within budgetary constraints.</li> </ul>	
	<p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Music degree(s) at the master of arts level.</li> <li>• Ability to play piano, keyboard, or another musical instrument desirable.</li> <li>• Grounding in theology and/or worship experiences highly desirable.</li> <li>• Knowledge of Microsoft Office applications preferred.</li> </ul>	
	<p><b>COMPENSATION AND MINISTRY SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Compensation/benefits are set by SPRC in accordance with Messiah's Personnel Policy.</li> <li>• Evaluation procedures will be in accordance with Messiah's Personnel Policy.</li> <li>• Sponsorship (partial or whole funding) of continuing education will be considered on an individual basis upon the SPRC's receipt of a written request stating need and benefit to the church and its members.</li> <li>• Working hours may be flexibly fulfilled through work in the office, attendance at church committee meetings and weekend and evening activities required by the position.</li> </ul>	
REVIEWED BY	<i>Title</i>	Date
APPROVED BY	<i>Title</i>	Date
RECEIVED BY		Date
DATE POSTED		
DATE HIRED		