

FOREST HEIGHTS UNITED METHODIST CHURCH

MUSIC DIRECTOR – JOB DESCRIPTION

Reports to: Pastor & Staff-Parish Relations Committee (SPRC)

Oversees: Pianist, Organist, Chancel Choir, Handbells Director, Tapestry Director, Videographer, Sound Technician

Employment Status: Part-time, 12-15 hours/week

Position Overview:

The Music Director creates and directs a program of stimulating/inspiring music for the church worship services, in alignment with Forest Heights UMC principles and the church's mission and goals. The Director's primary responsibility is to lead the Chancel Choir.

Job Roles & Responsibilities:

- **Service Planning & Collaboration:** Collaborates with the Pastor and Worship Committee to plan and create worship services, following the liturgical calendar. This includes regular Sunday morning worship services and all special services.
- **Music Direction:** Collaborates with the church accompanists to prepare and lead music during worship services. Works with current volunteer leaders to schedule solos, ensembles, and handbell choir as part of the worship services.
- **Choral Leadership:** Leads and directs the Chancel Choir. This includes scheduling and leading choir rehearsals, coordinating participation in worship, providing educational workshops, and/or community-based events. Substitutes for the Handbell Choir director and Tapestry director, as needed. Will be available to lead these two choirs if the current volunteer director resigns.
- **Diverse Music Selection:** Provides a diverse selection of music aligned with Forest Heights UMC principles, hymnody, and the church mission.
- **Copyright Compliance:** Stays current on copyright law as it pertains to music in worship services, advising the Pastor and Worship Committee accordingly.
- **Guest Musicians:** Recruits guest musicians for a variety of musical pieces during church services.

Administrative Duties:

- **Collaboration with Pianist/Organist:** Provides day-to-day direction to the Pianist/Organist and works collaboratively with the Pianist/Organist in fulfilling the responsibilities of the music program.
- **Instrument Maintenance:** In collaboration with the Pianist/Organist, ensures the maintenance of the church's musical instruments.
- **Handbell Choir Coordination:** Works collaboratively with the Handbell Choir Director in planning and scheduling music selections.
- **Video and Sound Production:** Works with videographer and sound technician to ensure quality recording and broadcasting of worship services, both online and in the sanctuary. Makes sure that accurate time sheets are reported to the office.
- **Record Keeping:** Submits annual budget request to finance committee. Maintains current and accurate records regarding budget, attendance, and resources.

Other Responsibilities:

- **Special Events:** In collaboration with the Pastor and Pianist/Organist, coordinates music for weddings, funerals, and other special events as needed.
- **Meetings & Events:** Attends regular meetings with the Pastor, Worship Committee, and Church Council. Participates in church-wide events and activities whenever possible.
- **Other duties as assigned:** Completes other duties as assigned by Pastor or SPRC.

Core Competencies/Expectations:

- **Personal Faith:** Professes faith in Jesus Christ and supports traditions of the United Methodist Church.
- **Mission Ownership:** Demonstrates understanding and full support of the mission and values of Forest Heights UMC. Works towards the achievement of the mission and guides those involved in all aspects of the music program to do the same.
- **Worship Leadership:** Collaborates effectively with the worship committee to design and facilitate meaningful worship services. Create musical moments that foster spiritual experiences for the congregation and the choir. Understands the liturgical calendar and plans music accordingly.

- **Interpersonal Skills:** Demonstrates ability to lead others and work with a variety of people. Demonstrates the skills of active listening and acceptance of constructive feedback. Productively engages others and resolves conflict. Engages people positively with a spirit of generosity.
- **Management Skills:** Demonstrates ability to work independently to fulfill commitments, maintain flexibility, and prioritize tasks. Approaches work with strong organizational skills. Manages resources (people, funding, materials, support) to fulfill tasks assigned.
- **Creativity & Innovation:** Generates new ideas. Makes new connections among existing ideas to create fresh approaches. Takes acceptable risks in pursuit of innovation. Has good judgment about which creative ideas and suggestions will work.

Skills/Knowledge:

- Competence in singing, with proficiency on keyboard or another instrument desired
- Competence in choral conducting with the heart of a teacher
- Evidence of demonstrated interpersonal, organizational, communication, and leadership and management skills
- Proficient in electronic communication skills, especially text and email communication

Education/Experience:

- BA/BS in Music (or equivalent in experience) preferred
- Experience in planning and conducting church music ministry. Equivalent experience with community music programs, including choral direction and working with professional and amateur musicians, may be considered.

Other Job Requirements:

- Presence is expected every Sunday morning and Wednesday evening. Scheduled absences should be requested as soon as possible in order to acquire a substitute if necessary.
- Three paid vacation/sick days (includes both rehearsal days and worship services) are allowed per calendar year. Other unpaid leave days may be requested on a case by case basis.
- Must pass a background check/drug screening