

Job Description: Director of Music Ministries

Principle Focus

Under immediate direction of the Senior Pastor and Staff Parish Relations Committee (SPRC), the Director of Music Ministries shall work accordingly with the Senior Pastor, Accompanist, Praise Band Leader and others involved in the music ministries of NBUMC to lead, evaluate, and develop a comprehensive music ministry. The Director of Music Ministries will support the mission and objectives of NBUMC to grow a community of believers in Christ, in service to the world.

The Director of Music Ministries provides overall direction for the congregation at NBUMC in the ministry of music as both a means of worship and as a tool of evangelism. To this end, the person in this role shall provide and oversee performances of appropriate instrumental and vocal music at designated services and other functions, and shall encourage and develop opportunities for the congregation to participate in music ministry. The intent of this position is to lead, enable, and support all worshippers in a closer Christian and spiritual relationship through their involvement with music. It is the intention of this position to lay a solid foundation of high musical quality for the weekly traditional & contemporary services, community programs, and to grow the ministry through appropriate musical expressions.

The Director of Music Ministries is a member of the ministerial staff and is selected by the SPRC for an unspecified period of service.

This is a part time, fifteen (15) hour per week nonexempt position. Normal scheduled work hours are Sunday morning from 8am – 12pm (noon), Tuesday 9:00am –12:00pm and Wednesday evenings from 6:00pm to 8:00pm for rehearsal. Other non-scheduled work hours will be observed relative to rehearsal times and needs.

Duties and Responsibilities

- Plan, obtain, and provide appropriate choral, instrumental and congregational music in a variety of styles and selections for Sunday morning worship services, Christmas and Holy Week services, and other occasional liturgical services and events as required.
- Direct the traditional church choir and soloists during the traditional, contemporary and other liturgical services.
- Oversee music selections for all areas of music at New Beginnings UMC.
- Lead or designate a leader for group prayer time during rehearsals.
- Provide ministry and support for the members of the music program outside of rehearsal and service time as needed.
- Manage practice times to start and end on time.
- Rehearse or otherwise assure preparedness of all music ministry elements.
- Direct instrumentalists and vocalists during weekly rehearsals, Sunday morning worship, and other liturgical services as required.
- Invite and encourage members of the congregation to participate through their vocal and instrumental talents as appropriate.
- Collaborate with the Senior Pastor to provide musical selections that enhance weekly traditional and other liturgical services.
- Communicate developments and changes affecting the music program with staff, praise band and choir members as they arise.

- Distribute a schedule of all special events at least 2 months in advance.
- Attend staff meetings and other meetings pertaining to the music program.
- Work cooperatively with the Accompanist and Praise Band Leader to oversee and provide proper maintenance of all musical instruments, instrument storage, music library, rehearsal room, and sanctuary stage areas. Report maintenance needs to the Senior Pastor, and Trustees.
- Recommend capital expenditures for music, musical instruments, audio and visual repairs replacements and upgrades on an as needed basis to the Senior Pastor and Trustees for consideration. Approval will be at the discretion of the Senior Pastor and Trustees.
- Manage the budget for all music ministries at NBUMC.
- Supervise music staff and volunteer leaders to ensure proper organization and maintenance of music libraries for each of the music groups.
- Assist in developing opportunities for Youth and/or Children involvement in the worship service.
- Provide NBUMC media department with the appropriate and accurate music words as needed in advance.
- Other duties as assigned by the Senior Pastor.

Skills, Education and Requirements

- Have a vital, personal relationship with Jesus Christ, living a Godly lifestyle inside and outside of church.
- Demonstrate training in music with the desire to lead the music ministries of NBUMC.
- Demonstrate the ability to lead the traditional church choir and help them grow in musicianship and faith.
- Be proficient in all aspects of music (choral, solo, directing, theory and diction).
- Have knowledge of instrumental music and piano.
- Have knowledge of the UMC history, doctrine, policy and resources.
- Have knowledge of Office Suite programs and proficient in Outlook and Excel software. PowerPoint knowledge is a plus.
- Have strong organizational skills in preparing for rehearsals, services, music library maintenance, and performance history.
- Have strong interpersonal skills and general knowledge of diversity and skills to manage diversity.
- Be able to attend annual worship and/or music ministry conferences or conventions at the expense of NBUMC.
- Become and maintain current CPR/First Aid certification and Safe Sanctuary certification.
- Pass a background check.
- The church reserves the right to conduct pre-employment and/or random alcohol and/or drug testing.