

# Director of Music Ministries

Reports to: Senior Pastor  
Status: Part Time  
FLSA: Exempt

Effective: \_\_/\_\_/\_\_

## Job Summary

The Director of Music Ministries is responsible for the successful direction of the Chancel Choir and the Adult Hand Bell Choir. Act as immediate supervisor to organist, Director of Children's Choirs, and Director of SHINE (contemporary service) Music. Coordinate and oversee future music programs of the church. Develop Christian community in all aspects of the music program.

## Essential Functions:

- Be responsible for having music provided at two weekly church services, special services, and for supporting congregational singing.
- Direct the Chancel Choir at the 9 a.m. service September through May. The Choir will also sing at the Christmas Eve service, Ash Wednesday, Good Friday evening and on special occasions as designated by the Senior Pastor.
- Direct the Adult Hand Bell Choir, which provides music once a month for Sunday morning services during the school year and may play for special occasions or as requested by the Senior Pastor.
- Ensure quality control for Celebration Chorale by selecting choral directors and making sure that musical selections are appropriate to the mission of First UMC of DeKalb.
- Supervise and evaluate organist, Director of Children's Choirs, Director of SHINE Music, and any other part-time music staff.
- Provide leadership in the recruitment and selection of new members for the Chancel Choir and Adult Hand Bell Choir.
- Obtain music for the summer services and other special services.
- Obtain a competent substitute director, organist, or pianist when needed. Notify Senior Pastor, other music staff, and office. Inform office of substitute's service stipend if different from set fees.
- Select music, purchase music, and oversee the maintenance of the music library for all adult and children's choirs and ensembles. Oversee and assist music selection for the organist.
- Participate in the selection of the music scholarship students; oversee their efforts and coordinate with the NIU Foundation Fund.
- Be responsible for the purchase and maintenance of all choir robes and stoles and for the purchase of additional costuming as needed for musical productions.
- Work with the Senior and Associate Pastors to select hymns for congregational singing. Assist clergy staff in developing improvements in the church music program.
- Grant permission to qualified musicians to use sanctuary instruments, and notify office, organist, and Senior Pastor.
- Be responsible for music for weddings and funerals, if the organist cannot accomplish these duties.

- Be responsible for overseeing maintenance of pianos, organ, clavivova, and other musical instruments within the church building.

### **Other Responsibilities:**

- Participate in staff meetings. Also attend meetings of the Worship and the Arts Ministry Team, Celebration Chorale Management Team (as needed), and Church Council (as needed).
- Attend meetings of Staff/Parish Relations Committee when requested.
- Possess a willingness to accept assignments and special requests.

### **Minimum Qualifications:**

- Bachelor of Arts in Music degree (or equivalent).
- Pass background check.
- Possess knowledge and skills for different types of music from contemporary to classic.
- Proficient in managing the music budgets.
- Be dedicated to maintaining excellence in selection and performance of music presented.

### **Physical Requirements:**

- Able to go up and down staircases to access the entire building.
- Sufficient sight and hearing to manage face-to-face communication on the job.

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of mission, vision, values, and beliefs of the First United Methodist Church of DeKalb. (Mission Statement, Vision, and Core Values provided on the church website.)
- **Team Work:** Fosters a climate of “one body” with all church staff, recognizing the diversity of responsibilities with all staff persons working hard toward a common goal. Is reliable and able to maintain confidentiality. Demonstrates the skills of active listening and openly accepts criticism. Holds others accountable in a spirit of love. Engages people positively, with optimism and grace.
- **Conflict Management:** Responds openly to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimal disruption.
- **Management Skills:** Creates a climate in which people want to do their best. Demonstrates commitment and flexibility in scheduling sessions with those in her/his span of care. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Marshals resources (people, musical instruments and supplies, budget) efficiently. Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform.
- **Spiritual Maturity:** Models and develops humility, teachability, accountability, and servant leadership in all relationships.