

JOB DESCRIPTION

EFFECTIVE: 11/24/19

TITLE: Director of Music Ministry, Saint James United Methodist Church, Marriottsville, MD

REPORTS TO: Pastor; Staff-Parish Relations Committee

OVERSEES: Organist, Hand Bells Director, Praise Team, Chancel Choir

EMPLOYMENT STATUS: Part Time, 13-15 hours/week

JOB SUMMARY: To develop, implement, oversee, and lead all music related programs and activities at Saint James United Methodist Church (SJUMC). The Director of Music Ministry uses a variety of musical styles to enhance the celebration of worship of God and build awareness of SJUMC within the surrounding community. This individual will provide musical offerings for worship and other SJUMC events through individual and group ensembles for people of all ages and ability levels. The Director of Music Ministry provides music, artistic and cultural opportunities for worship, creating an atmosphere for congregation members and church guests to find fellowship and enjoy the presence of God.

QUALIFICATIONS

The Director of Music Ministry should have significant leadership experience in a variety of musical genres. The Director of Music Ministry will demonstrate the ability to work with the Pastor, staff, and congregation to ensure a quality worship experience. The Director of Music Ministry should demonstrate a Christian faith and an understanding of the theology of worship.

CERTIFICATIONS

- Safe Sanctuary certified
- Must pass a background check

KEY SKILLS/COMPETENCIES:

- **Leadership ability**—Able to lead large, diverse groups and manage specific projects from concept to completion while working collegially with pastors, musicians, artists and other leaders, and with a diverse congregation; Possesses interpersonal, team building, and conflict resolution skills
- **Musically trained**— Demonstrates strong musical skills and knowledge, including proficiency in piano and voice and understands music from a variety of genres and generations, with knowledge of traditional hymns and the music of the United Methodist Church; Arranges and conducts all music and vocal activities; Demonstrates project management skills and the ability to multi-task

Responsibilities:

- Create opportunities for congregants to engage in music to express their faith
- Incorporate music into worship activities related to seasonal worship themes
- Oversee all music programming, including adult, youth, and children's music activities

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- Coordinate Chancel choir, praise team, and bell choirs' weekly rehearsals and performances
- Plan, prepare, and conduct weekly music worship components (i.e. Chancel Choir, Praise Team)
- Engage, invite, and recruit participation in music activities, ensembles and groups within congregation and community
- Plan, coordinate, promote, and, as appropriate, lead special events
- Collaborate regularly with pastor and staff to plan worship activities
- Manage budget items related to music
- Serve on relevant SJUMC committees representing Music Ministry
- Oversee paid and volunteer staff in music, including accompanist
- Manage equipment, instruments, and music for the church, including copyrights and library.
- Secure and manage instrumentalists for worship and concert events
- Ensure publicity for music events
- Support music portion of Vacation Bible School program, as needed

EDUCATION / EXPERIENCE:

- BA/BS in Music (or equivalent) preferred
- Experience in planning and conducting church music ministry.
- Profess faith in Jesus Christ and support traditions of the United Methodist Church.
- Proficiency in reading and directing church music.
- Recruiting and directing volunteer music groups.

RELATIONSHIPS:

- Works closely with clergy and other staff
- Works closely with congregation to foster engagement in Music Ministry.
- Occasional outside contact with community, Baltimore-Washington Conference, members of the performing arts community.

PHYSICAL EFFORT:

Significant mobility demands. Walking or standing is required frequently. Must be able to move music equipment and set up performance equipment.

COMPENSATION: Salary is established by qualifications and experience.

CONTACT/HOW TO APPLY: This position listing will remain open until filled. Qualified candidates should send resumes to: Kenna Haj at <mailto:stjamessec@verizon.net>

Candidates chosen for an interview should be prepared to send work product samples, such as: Copies of performances by choral ensembles (MP3 file format or video), preferably mixed choirs, praise team, or small groups; Copies of choral compositions/arrangements.