

# Director of Music

## Summary of Position

The Director of Music leads the Sunday morning music worship and other special services; plans and coordinates music with the Pastor's message; and, leads musical groups, including weekly rehearsals.

## Church Spiritual Music Leader

As the spiritual music leader of the Church, and working closely with the Pastor, staff, and lay leaders, the Director of Music is expected to develop a well-rounded music ministry program for worship services and special events.

## Supervision

General Supervision is provided by the Lead Pastor; responsibilities include the supervision of assigned music staff.

## Examples of Duties

The following duties are considered essential for the Director of Music position:

- In consultation with the Pastor coordinate worship music with the message.
- Submit music titles for weekly Order of Worship to the church office in a timely manner.
- Conduct the Sunday morning choir, weekly choir rehearsals, special programs and other services as requested.
- Schedule soloists/ensembles for summer and special music.
- Provide music for special seasonal services and possible concerts such as Lent and Advent.
- Make selections of music and preparations for a Christmas concert.
- Encourage church members' participation in the music ministry program by developing alternative music group(s). These performance groups include vocal and instrumental ensembles (ie, Bell Choir).
- Ensure that the Church's music library is organized and maintained.
- Ensure music and music supplies are purchased and available for use.
- Attend worship planning meetings.
- Supervise assigned music staff and volunteer musicians
- Manage and ensure the Church's compliance with music copyright compliance, license requirements and reporting
- Prepare templates in "Planning Center" program for worship order and worship slides
- Oversee the Church's volunteer Tech Team, ensuring scheduled coverage for all required services.

Examples of Duties listed above do not cover all duties that may be assigned.

## Qualifications

- Have a personal faith in Jesus Christ and knowledge of the Bible.
- Fully embrace and support the vision and values of First United Methodist Church, Santa Rosa.

## Knowledge of:

- Music selections available for worship.

## Ability to:

- Effectively produce, organize, lead, and direct a well-rounded music program for Sunday morning worship and other special services.
- Plan and coordinate music with the Pastor's message.

- Lead with enthusiasm, a sense of humor, and a positive attitude.
- Work with others in a tactful, courteous, sensitive, and collaborative manner.
- Supervise, train and evaluate assigned music staff.
- Successfully pass a background check in accordance with the Church's Abuse Prevention Policy.

Skills:

- Proficient piano skills
- Skill to effectively communicate verbally and in writing.
- Skill to listen and understand others.
- Skill to understand and teach basic principles of good vocal technique.

Education and Experience:

Any combination equivalent to experience and education likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

A Bachelor's Degree in music or closely-related field is preferred.

Experience

Five years of experience conducting choirs.

License:

Possession of a valid California Class C Driver License.

**Working Conditions**

Most all work is performed indoors and involves leading and directing others in a music program.

**Physical Demands**

While performing the duties of this position, the employee will be required to occasionally lift and move up to twenty-five pounds.

FLSA Coverage: Exempt (Part-time)

Employee is expected to work twenty (20) hours per week

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