

St. Timothys United Methodist Church

## **POSITION: Director of Music Ministries**

The Director of Music Ministries is responsible for overseeing the music programming for the church. The director will recruit participation from the congregation, assemble and direct choirs and ensembles (vocal and instrumental), and schedule soloists for the regular Sunday morning worship services every week throughout the year.

Vacation and other benefits are explained in detail in the *St. Timothys Employee Policies* handbook.

### Duties and Responsibilities

1. Direct the adult choir and bell choirs that meet Wednesday evenings and perform in worship from Labor Day - Memorial Day.
2. Organize music activities for Worship, Sunday School, Vacation Bible School, and special events.
3. Organize and help provide special music for worship when the choirs are not performing.
4. Coordinate and collaborate with the pastor, other staff members, and the worship committee to create a vision and direction for the music ministry.
5. Organize and help provide music for children's Sunday School.
6. Provide administrative management of the music ministry - budget, finances, music library maintenance, ordering music, attend meetings.
7. Promptly report all needed instrument repairs to the Pastor and chairperson of the Board of Trustees.
8. Comply with St. Timothys Employee Policies Handbook regarding amount of vacation time, how to request, when to take, and obtaining a replacement.
9. Areas for growth:
  - a. Children's Choir
  - b. Instrumental Ensembles/Drums

### Knowledge, Skills and Abilities

1. Proficiency in directing choirs and ensembles.
2. Understand and be able to select appropriate church music.
3. Be willing to perform music requested by the Pastor.