

## CULPEPER UNITED METHODIST CHURCH

### Job Description for Director of Music Ministries

#### Objective

The Director of Music oversees the adult, youth, and children's music ministries of Culpeper United Methodist Church.

#### Preferred Qualifications

1. A love for Christ and His people.
2. Degree in Music Education, Performance, or Church Music.
3. Performance and teaching experience.
4. Ability to work alone and with a team.
5. Self-discipline and organizational skills.
6. Knowledgeable in areas of musical styles and materials, instruments, and copyright and licensing protocols.
7. Leadership skills.
8. Ability to work with all ages.
9. Ability to track expenses and stay within budget guidelines.
10. Ability to multi-task and plan in advance.
11. Familiarity with social media platforms.

#### Hours and Days of Work

The Director of Music is a exempt position that shall work a flexible schedule of 40 hours per week. Weekly daytime and evening meetings, as well as Sunday mornings are required.

#### Supervision

The Director of Music shall be under the direct supervision of the Lead Pastor.

#### Duties and Responsibilities:

The following duties may be accomplished directly or through the use of volunteers working as individuals or small groups. Recruiting, training, organizing and overseeing such volunteers is an integral part of this position assignment as it permits the efficient accomplishment of numerous tasks and duties that would not be possible for a single individual.

##### A. General Duties:

1. Play organ/piano at all regular and special worship services under the direction and in cooperation with the Pastor.
2. Prepare for and conduct rehearsals and schedule performances for children, youth, and adult choirs, bell ringers, and instrumental groups.
3. Schedule choir/soloist/instrumentalist to sing/play at the 8:00 and 11:00 worship services.

4. Initiate all communications with choir members, including emails, texts, phone calls, hand-outs, etc., to keep them informed of rehearsal and worship schedules, church announcements, etc.
5. Plan and provide musical programs at special services as requested by the Worship Committee and/or Pastor.
6. Play for funerals and weddings held at the church as schedule permits when requested (with exceptions to be handled on an individual basis). Additional compensation is provided for these services by the families.
7. Ensure that a competent substitute organist/pianist is secured when on vacation.
8. Coordinate the use of musical instruments and other resources by staff, lay personnel, and other individuals and groups as requested.
9. Maintain the organ, pianos, hand bells, other instruments and related equipment so that they are in good playing condition.
10. Maintain an adequate music library for all performing groups.
11. Maintain an updated and accurate inventory of music, instruments, and furnishings used by the Music Ministry.
12. Formulate the music department's annual budget and submit purchase orders and receipts for expenses from that account.
13. Advise the church of musical needs to include acoustics, instruments, personnel, and materials.
14. Serve as a representative at the Church Staff, Church Council, Worship, Music, and at other committees if requested.
15. Provide support and assistance to other staff and ministries as requested or needed.
16. Submit weekly attendance numbers to the Administrator of Membership for each choir or class led by the Director of Music.
17. Participate in weekly staff meetings and engage in team leadership activities.

B. Other tasks as assigned by the Lead Pastor

The duties and responsibilities may change and therefore, those outlined here are not inclusive of the full spectrum of the position. The Leadership Team reserves the right to amend the job duties and responsibilities (after providing reasonable notification) at any time.

I have reviewed this job description and feel that it accurately reflects my duties as Director of Music at this time.

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Signature of Director of Music

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Date