

Macedonia United Methodist Church

Position Description for Director of Music Ministries

July 23, 2019

Macedonia UMC in Cary, NC is seeking a part-time Director of Music Ministries. Macedonia is a vibrant congregation with a worship life centered in Word and Table each week. Applicants need to be well-versed in the hymns and songs of faith.

Purpose:

Leads the music ministries of Macedonia UMC to support its mission and vision through Worship Services and other special events. Collaborates with the Pastor and Worship committee to offer a variety of musical styles and pieces that glorify God and enhance the worship experience.

Relationships:

- Reports to the Pastor
- Interacts with the Staff Parish Relations Committee regarding position challenges/obstacles
- Works with Pastor, worship committee, choirs and church leadership as needed to provide meaningful, intentional music for services of worship

Employment Status:

- Part time, Salaried position
- Normally 12-15 hours per week - Number of hours and schedule may fluctuate occasionally depending on church activities and unplanned events (ex: funerals)

Requirements and Responsibilities:

At Least 2 of these 4 abilities are required:

- Leading congregational song from the piano
- Organ proficiency
- Choral Direction
- Classical piano skills and training

- Prepares preludes, offertories, Holy Communion music, choral responses and postludes for Sunday morning worship services, special events and seasonal concerts
- Directs and accompanies Sanctuary Choir, small groups, soloists and instrumentalists at rehearsals, worship services, special services and seasonal concerts (typically, 1 or 2 rehearsals the week of services are necessary)
- Collaborates with the Pastor and Worship Committee in regular meetings to plan worship
- Collaborates with the handbell choir and praise band to coordinate and make suggestions for their participation in worship services and other events
- Prepares for and performs music for weddings, wedding rehearsals, funerals or memorial services, or provides qualified organist/pianist as a substitute*
- Maintains and builds a repertoire of appropriate musical selections for all Sunday morning worship services and all other special celebrations, concerts and events which require organ and/or piano music/accompaniment
- Prepares for and accompanies congregational hymns, with clear and robust introductions, appropriate tempo and volume, and with occasional alternate harmonization
- Takes an active role in growing the music ministry of Macedonia UMC (ex: Sanctuary Choir)

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- In consultation with the Finance Committee, chooses and purchases music within the appropriate budgetary parameters
- Oversees the tuning and maintenance of organs and pianos of the church within approved schedules and budgets
- Other duties as assigned
- *Organist Fee for weddings is \$200, payable directly to organist. There is no set fee for funerals, but an honorarium of at least \$50 is suggested.

Experience, Skills & Qualities Required

- Mature Christian with a desire to be a part of a team fostering the vision and mission of the church
- Four-year degree in the field of music (Preferred)
- 3+ years organ and/or piano experience leading and accompanying in a traditional church setting – experience with contemporary worship a plus
- 3+ years' experience as a choir director in a traditional church setting
- Knowledge of traditional worship practices and liturgical calendar of the United Methodist Church and a theological understanding and respect of the church sufficient to appropriately select worship music
- Exceptional communication and problem-solving skills
- Accepts direction, prepares diligently and appropriately, seeks clarification when needed
- Supports Pastor's goals and objectives in collaboration with the worship committee
- Exceptional organizational and time management skills with great attention to detail and follow-up
- Positive, flexible, unflappable – works independently and/or with various teams, musicians, committees and church leaders, adapts well to unexpected changes and events

Applicants must submit the following:

- Cover letter (including which of the abilities above one is proficient in)
- Resume (including 3 references)
- A video or recording of the applicant leading music in the church or playing on their own.

All submissions can be addressed to mumcsprc@gmail.com and questions may be directed to the church office (919) 851-1551.