**SALMON CREEK UNITED METHODIST CHURCH**

**JOB DESCRIPTION**

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| **JOB TITLE** | **OVERTIME BASIS** | **SHIFT/HOURS** | **REPORTS TO** |
| **Director of Music Ministries** | **Non-Exempt** | **Sundays required.**  **Varies 12 - 17 hours per week** | **Pastor and Staff Parish Relations Committee** |

**JOB SUMMARY**

The Director of Music Ministries is responsible for planning and coordinating the music ministries for the church in cooperation with the pastor. The Director will develop an organized music program, work with a core of leaders in each music program area and provide special music several times a year. Additionally, the Director will support the themes of faith of each service with appropriate music from the wealth of the tradition and contemporary Christian music culture and will provide spiritual leadership.

**ESSENTIAL JOB FUNCTIONS**

1. Plans and coordinates music for each worship service.
2. Directs and/or provides for direction for the church choir, praise team, and handbell choir.
3. Serves as worship leader for both worship services.
4. Builds a team-focused music ministry in co-ordination with the pastor.
5. Develops congregational music literacy.
6. Arranges special music for those Sundays the choir does not sing. (first service)
7. Works with staff members on purchase of music.
8. Advises on music-associated equipment.
9. Provides for music at special church events as necessary including extra services at Christmas and Easter.
10. Attends meetings in person including Worship Committee (monthly), Council on Ministries (bimonthly) and Staff Meetings (weekly).
11. Plans and submits budget for church music ministry with Worship Committee.
12. Invites church members into music ministry through inclusion in choir/praise team, playing musical instruments, and other appropriate strategies.
13. Works to coach, teach, and mentor musicians and non-musicians.
14. Works in tandem with Director of Media Services.

**GENERAL QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS**

1. High School graduate or higher.
2. Experience or education in church music literature.
3. Able to coordinate music ministries with diverse skill levels and age groups.
4. Strong interpersonal skills.
5. A deep and abiding Christian faith.

**EDUCATION/LICENSURE/CERTIFICATIONS**

As appropriate.

**WORK ENVIRONMENT**

Chancel area in front of large and small groups of people. Rehearsal spaces.

**SENSORY/PHYSICAL/MENTAL REQUIREMENTS**

Sensory: Frequent speaking, hearing, near vision, far vision, and touch.

Physical: Frequent head/neck static position, rotation, flexion, and extension. Frequent torso/back static position; occasional stooping, bending, and twisting. Frequent ginger dexterity; occasional simple grasp, firm grasp and wrist flexion. Occasional sitting, standing, walking, crouching, kneeling and climbing of stairs and ramps. Occasional lifting, pushing, pulling, reaching and carrying.

Mental: Ability to learn and prioritize multiple tasks at a given time. Ability to gather and analyze data and human response, determine appropriate action, apply protocols and knowledge to unique situations, problem-solve and provide consultation.

REASONABLE ACCOMMODATIONS WILL BE CONSIDERED FOR QUALIFIED APPLICANTS WITH DISABILITIES.

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| **Date Prepared** | **Employee Signature** | **Date** |
| January 2015 |  |  |

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| **SIGNATURE OF APPROVAL**  **For Staff Parish Relations Committee** | **DATE** |