

Edmonds United Methodist Church

Job Title:	Director of Music Ministry	Job Category:	Music Ministry
Location:	Edmonds, WA	Travel Required:	None
Level/Salary Range:	Salary depends on Experience, Benefits included	Position Type:	30 Hours / Week
Reports To:	Senior Pastor with a dotted line to SPRC	Supervises:	Organist/Keyboardist, Bell Choir Director
Job Description			

SUMMARY

Mobilize and lead the Edmonds United Methodist Church (EUMC) Music Ministry Program through utilization of choirs, groups, individuals and congregational musical talents, enhancing the worship and general musical experience at EUMC. Collaborate with the Music team and carry out vision and mission of Edmonds United Methodist Church.

ROLE AND RESPONSIBILITIES

Selection, Rehearsal & Presentation (60% of time)

- Research and select music for Chancel Choir and ensure other presented music coordinates with and enhances the theme set by the Senior Pastor
- Assist other music groups/individuals with music selection
- Provide screening of all music to be presented during worship to ensure it is appropriate and consistent with the theme of worship
- Chancel choir rehearsal and presentation
- Preparation time – learn music to be presented by Chancel choir
- Lead/Direct music during Sunday worship

Administration (40% of time)

- **Coordination of:**
 - Various groups (Chancel choir, Bells, Charisma)
 - Special events
 - Volunteers
- **Meetings & Communication**
 - Supervise and collaborate with organist/keyboardist and Bell Choir Director
 - Attend:
 - Staff meetings
 - Monthly meeting with Music Team
 - Worship planning meetings
 - Monthly planning meetings with Organist, Bell Choir Director and all other choirs/group leaders with frequent music participation
 - One on one meetings with supervisor (Sr. Pastor)

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- Other meetings as needed

➤ Engagement

- Work with Children and Youth Ministry volunteers and leaders to coordinate age and audience appropriate opportunities for music engagement
- Collaborate with congregation and mobilize music volunteers to enhance music ministry

QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- A spiritually mature Christian with a strong sense of calling to music and ministry.
- Strong interpersonal skills with demonstrated written and oral communication skills
- Collaborative
- Organized
- Proven planning skills
- Able to leverage talents of a musically diverse congregation
- Strong administrator
- Proven & effective delegator
- Able to empower others
- Musically diverse – appreciates and encourages an eclectic range of musical expressions
- Efficient with use of time (self and others)
- Track record of successful rehearsal and event management
- Team leader
- Connected to the Puget Sound music community
- Able to utilize & leverage technology appropriately

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Music or equivalent experience
- 7 or more years of experience in music with a church, school system or other relevant organization
- 5 or more years of music leadership experience
- A strong understanding of church culture

Approved By:	EUMC Staff Parish Relations Committee	Date:	April 9, 2016
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