

Bothell United Methodist Church

Position Description

Position **Director of Music – full time**

Reports to Lead Pastor

Description

Provide leadership and continuity for the Bothell UMC music program and enhance the worship experience through music selection and leadership based on ongoing worship themes.

Expectations are for the music director to recruit and lead people of all ages and skill levels in the congregation in music-making experiences so that they:

- May grow in their understanding of the Christian faith and music's important role therein
- Will develop and strengthen their relationship with God
- Will become better equipped for daily living as faith Christian disciples
- Will gain basic music skills so that they may potentially serve as leaders within Bothell UMC's music program

Responsibilities

- Choose all musical elements for Sunday morning worship and other programming, both virtual and in-person
- Partner with clergy and laity to build the worship service in the appropriate forum
- Occasionally prepare tracks and instructions to enable choir members to record their parts remotely
- Provide appropriate lyrics for worship services, ensuring all copyright and licensing responsibilities are met according to legal requirements
- Coordinate with musicians and leaders of other ensembles to select music
- Work with the A/V team to ensure that our online music for worship goes smoothly
- Ensure the connection and building of community through regular gatherings of our music program personnel
- Manage music budget and participate in the budgeting process
- Recruit participants for all vocal and instrumental groups, providing a nurturing atmosphere, and fostering positive relationships for all participants in music ministry.
- Create new musical groups and opportunities for various age groups within the church as need is identified.
- Purchase new music and obtain or maintain all appropriate permissions for reproducing music.
- Manage the church's music department inventory, including the maintenance of all the pianos, organs and other instruments.
- Continue to pursue improving one's musical skills for the betterment of the church's music program.

Desired Knowledge, Skills, and Abilities

- Understand and commit to the vision of the United Methodist Church and of Bothell United Methodist Church

- Exude friendly, professional, and approachable demeanor
- Be aware of and integrate into the worship and music community at Bothell UMC
- Experience choosing various styles of music selections according to theme
- Proven ability to nurture the spiritual life and sense of community in members of the music department
- Experience leading choirs and/or other types of ensembles
- Familiarity with virtual music options and capabilities and ability to learn new skills
- Effective coordination with various ensembles and members to deliver a cohesive final product
- Reasonable familiarity with tech such as recording, filming, uploading, and scanning
- Superior written and spoken communication
- Promotion of the spiritual life of the congregation and its members through music ministry
- Music degree or equivalent experience