

Job Posting for the
Director of Music
Vestal United Methodist Church

Purpose: Promote the spiritual life of the congregation and its members through music ministry. Plan music for the regular Sunday worship services and other special services as agreed with the Senior Pastor. Work with musical groups for which the Director of Music has primary responsibility, attend staff and Music Team meetings as schedule permits, and assist volunteer leaders in directing other musical groups for which the Director does not have primary responsibility.

Qualifications:

1. Demonstrates Christian faith
2. Proficiency in voice with ability to teach all levels of vocal techniques and experience in directing a church choir (3+ years preferred)
3. Familiarity with Christian music
4. Strong verbal, written and collaboration communication skills
5. Bachelor's degree in music, music education or related field preferred.

Position: Staff, Salaried – part time

Accountability: To the Senior Pastor and the Staff-Parish Relations Committee.

Supervise: Wesleyan Choir Director; VUMmer Hummer Choir Director; Handbell Choir Director, Organist, Wesleyan Choir Accompanist

Responsibilities:

1. As Chancel Choir Director, plan and coordinate the schedule of anthems and special music for two regular Sunday morning worship services monthly and for special services. Special services may include but are not limited to: Thanksgiving; Christmas Eve; and Holy Week during the regular church season. Two services are typically held each Sunday from September through June. One service is typically held each Sunday during the summer season which usually starts after the annual church picnic in June and ends on Labor Day.
2. Within the constraints of the church budget, buy music and supplies. Ensure all copyright laws are followed.
3. Recruit members for the musical groups of the church. Schedule weekly rehearsals for anthems and rehearsals for special music as needed. As the music budget permits, recruit soloists and instrumentalists as needed to enhance the quality of the music. Recruit and work with soloists and music groups to supplement the regular choirs of the church.
4. Work with the Chancel Choir accompanist by selecting music in advance of rehearsals and keep him/her informed of scheduled musical events. Submit music for these rehearsals to the accompanist(s) in advance with ample time for learning and practice as needed.
5. Utilize any special talents in an appropriate way to enhance the total music program.

6. As schedule permits, attend church staff meetings to plan music used during the worship services and to coordinate with other staff members the total church program.
7. Attend Music Team meetings and work with the group in making recommendations for the overall church music program and for developing an annual budget for music expenses.
8. Inform the church office and the Director of Marketing & Publicity in advance of deadlines for all information required for all publications.
9. Provide a music news article for each church newsletter.
10. Interface with the liaison assigned by the Staff Parish Relations Committee on job-related matters.
11. Ensure compliance with the VUMC Safe Sanctuaries policies.

Musical Groups

The musical groups of the church will vary from year to year as the supply of various kinds of musicians changes. It is expected that the number of groups, or the total responsibility of all groups, will remain relatively constant with respect to time required for planning and securing music, rehearsing the groups, and setting up the programs. The primary musical groups of the church and those for which the Director of Music has responsibility are:

1. Chancel Choir: the adult church choir
2. Handbell Choir: the older youth/adult church bell choir
3. Wesleyan Choir: Youth (Grades 6-12)
4. VUMmer Hummers: the elementary school church choir (K through 5th grades)
5. Master's Choice / praise band

Examples of other groups which may or may not be utilized include:

1. Beginning bell ringers with volunteer director
2. Men's quartet
3. Women's ensemble
4. Instrumental ensembles

Successful completion of background check required for any VUMC employee.

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, speaking, hearing, writing, lifting, typing, filing, seeing and reading.

The Vestal United Methodist Church is an Equal Opportunity Employer