

Fairview United Methodist Church

Position Description

Position: Director of Traditional Music Ministry

Responsible To: Lead Pastor

Employee Status: Part-Time

Date: August 8, 2016

Last Revised: August 8, 2016

Position Responsibility Summary:

The Director of Traditional Music is responsible for the coordination of all music for traditional worship services, which includes assisting with planning both weekly and special worship services, leading rehearsals, recruiting and working with volunteers in vocal and hand bell choirs, and for leading music and choirs for said worship services. The position also serves as support to the Pastor and other staff members for carrying out the vision and mission of the church.

Major Areas of Responsibility:

MAR - Preparation (22%)

- Choose scripturally sound music with guidance from the pastor, staff, and Worship Committee
- Research and learn existing and new (purchased) music for all music ensembles for traditional services and the hand bell choir
- Prepare and plan rehearsals for assigned musical groups

MAR - Execution (27%)

- Conduct all music rehearsals for assigned musical groups
- Play piano/organ as needed for worship services and weddings and funerals for members
- Lead and support all assigned musical groups including youth inclusion in hand bells and choirs, adult choirs, hand bell choirs, and others as requested

MAR - Education (11%)

- Teach all music programs using current and sound musical principles
- Develop music curriculum and music courses in response to congregational wants and needs
- Attend musical conferences or trainings as requested by SPRC or Pastor

- Encourage all music ensemble participants in a nurturing and helpful manner to increase personal musical growth and increase team unity and effectiveness
- **Be available to aid with sound and lighting operation and training**

Major Areas of Responsibility continued:

MAR - Administration (22%)

- Develop and maintain a yearly budget that satisfies all fiscal requirements as set down by the Finance Committee and Administrative Council
- Recruit and supervise all volunteers within all assigned worship teams and music ensembles
- Maintain communication with all volunteers
- Maintain a consistent yet flexible personal schedule to accommodate and tasks and sudden calendar changes (funerals, crises, etc.)
- Supply articles for monthly newsletters and as required by the pastor and/or Administrative Council
- Keep regularly scheduled posted office hours
- Attend Administrative Council and Worship Committee as needed/requested
- Complete and monitor voucher progress through voucher system ensuring prompt payment

MAR - Maintenance (18%)

- Supervise the maintenance of all instruments and sound equipment belonging to the church assigned to your area of music ministry
- Maintain or delegate the maintenance of music libraries for assigned area of music ministry
- Maintain personal performance technique for a high level of instrumental proficiency

Perform other duties as assigned and necessary.

Position Requirements:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Value, Knowledge, and Skill Requirements:

- Have a heart of prayer, love, and acceptance that Jesus Christ is our one and only savior
- Possess a high level of proficiency in piano and/or organ

- Possess a high level of vocal training with emphasis in choral singing and choral organization
- Possess extensive knowledge of hand bell technique

Value, Knowledge, and Skill Requirements continued:

- Possess the ability to work with volunteers of all skill levels
- Possess a collaborative spirit when working with other staff members
- Possess proficient computer skills
- Possess telephone etiquette
- Possess knowledge of basic accounting and banking practice
- Respect confidential information, financial or personal
- Perform duties with attention to detail
- Perform tasks with minimal supervision
- Possess the ability to stay calm when dealing with difficult people or situations
- Possess the ability to problem solve
- Possess the ability to be flexible
- Possess a customer service orientation
- Be proficient in multi-tasking
- Be able to manage time wisely, applying task priorities and deadlines

Education, Certificates, and Licenses:

- Bachelor's degree in related field preferred. Associate's degree or equivalent combination of education and experience considered.
- Drivers License preferred
- Criminal background check required

Experience:

- Five years of work in a congregational setting preferred
- Relevant coursework in choral, vocal, and instrumental training strongly preferred

Attitude:

Must support, be empathetic with, and interested in furthering organizational objectives in a thoughtful and prayerful manner. Must stay abreast of current issues facing the church and their impact on the communities it serves. Must be receptive to and accept changes deemed necessary and give appropriate consideration to suggestions from peers. Must always treat the public, parishioners, and other employees respectfully and in a professional manner that supports our focus: unity for serving the body of Christ.

Personal Characteristics:

The highest degree of integrity, a pleasant disposition, possessing tact, and being a member of the team are absolutely essential. Must be able to handle a range of projects simultaneously and without distress that may modify behavior or lead to poor decision making. Must be able to think clearly before speaking and remain courteous in high stress or conflict situations. Must be able to make decisions in the best interest of the organization, regardless of the circumstances. Must work safely and independently without supervision, handle work flow in an organized manner, exercise sound judgment, act in accordance with church policies, and secure approval from supervisor in making decisions when policies or procedures require interpretation.

Environmental Conditions:

Most of the normal duties will be performed inside in usual office conditions. Some work periods may be filled with constant interaction with volunteers, parishioners, and/or other employees. Must promote safe working habits and use all protective equipment as prescribed by policies and procedures. Must report all eminent danger situations immediately to supervisor.

Physical:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to lift and move objects of various size and weight up to 40 pounds is required. Heavy lifting of sound equipment is sometimes required as the job calls for sound equipment setup and strike on a frequent basis. Extended periods of sedentary activity at a computer, keyboard, or desk are also common.

The remainder of this page is left intentionally blank.