

## **Music Director FUMC - Alvarado**

Reports to: Senior Pastor and Staff-Pastor Parrish Relations Committee

Effective: TBD

Status: Part-time

Fair Labor Standards Act: Exempt (Salaried)

### **Job Description:**

The Music Director will lead people of all ages in the congregation in music-making experiences so that they:

- May grow in understanding the Christian faith and music's role in that faith.
- Will develop and strengthen their relationship with God.
- Will become better equipped for daily living as faithful Christian disciples.
- Will gain basic music skills so that they may effectively serve the church as music leaders.

### **Essential Functions:**

- The Music Director will plan and implement a comprehensive music ministry for the congregation and community.
- The Music Director needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's music ministry.
- Lead the sanctuary choir, hand bell choir, and other music ministries, as appropriate.
- Coordinate music ministry opportunities with the Praise Band, as needed.
- Continually learn about music and about the people in the congregation and community so that appropriate music can be planned to meet the needs.
- Planning special events such as, but not limited to, Christmas Music Presentation and Easter Music Presentation.
- Keep the congregation informed about the music needs of people, the goals of the music ministry, and the resources available that will help the congregation reach these goals.
- Develop, submit, and maintain a music ministry budget and designated funds with the highest integrity and care.
- Promote the spiritual life of the congregation through music ministry.
- Guide the work of the music ministry through the year.
- Attend and actively participate in worship planning design team.
- Develop and support effective musical leadership in the church.

### **Other Responsibilities:**

- Participate in staff meetings and other church meetings, as appropriate.
- Participate in weekly worship at FUMC - Alvarado.
- Provide information for weekly bulletins, newsletters, and other church communication.

- Attend continuing education events (at least one annually) as approved by senior pastor and/or SPRC.
- Maintain Ministry Safe Training.

### **Minimum Qualifications:**

- Bachelor's Degree preferred, but some college level experience required.
- Demonstrated servant-leadership, organizational skills, follow-through skills, and a knowledge of music ministry.
- Proficient in reading music.

### **Physical Requirements:**

- Able to move freely in and out of different settings (homes, church, schools, etc.)
- Ability to speak and perform in public forums

### **Core Competencies:**

- *Managing mission and vision:* demonstrates understanding and full support of the mission, vision, values and beliefs of FUMC - Alvarado; can teach those values those involved in music ministry - volunteers and parents
- *Organizing:* Can gather and organize resources (people, funding, material support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- *Planning:* Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Developing volunteers:* Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable in a spirit of love.
- *Interpersonal skills:* Demonstrates ability to lead others; actively listens and openly accepts constructive criticism; productively engages and resolves interpersonal conflict, relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Spiritual maturity:* Knows and lives by the understanding that one cannot give away what one does not have; models and develops spiritual fruit (Galatians 5:22-23) in all congregation and volunteer relationships
- *Motivating others:* Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.