

Director of Music Ministry

Position Summary

The Director of Music Ministry, in coordination with the pastors, will serve as the lead staff person responsible for vocal, choral, instrumental, and congregational music for Trinity Ecumenical Parish, including but not limited to, worship services, funerals, special congregational events, concerts and recitals, and community special events. The Director will seek ways to strengthen the existing music programs and create new opportunities to inspire members to participate in worship.

Position Responsibilities

Directing the Music Program

- Plan and rehearse the music for all services, including the selection of musical settings of the liturgy, psalmody, and hymnody, as appropriate to the readings for the day and liturgical season.
- Provide leadership and resources to all participants in music ministry. This includes, but is not limited to, the adult choir, bell choir, folk group, Wednesday night worship, Vacation Bible School, preschool, and youth ministry offerings. This will be done with an understanding of the demographics of the church, scheduling rehearsals accordingly.
- Utilize a diversity of musical styles in all areas of music ministry.
- Practice and prepare repertoire for worship and other events.
- Maintain a regular presence at the church, including at least four days during the workweek (32 hours/week) as well as during scheduled services and events.
- Schedule all choirs and develop ensembles to participate in worship.
- Maintain professional competence by attending continuing education events, and by leading workshops and seminars.

Building and Maintaining Positive Relationships

- Nurture relationships with church members, especially those who participate in music ministry.
- Promote fellowship within the choirs.
- Help recruit new volunteers into music ministry.
- Think strategically about building diverse and sustainable choirs by continually recruiting and integrating new members.
- Create a climate in which all participants within music ministry can experience personal and spiritual growth.

Administering the Music Program

- Attend regular staff meetings and Worship and Music Ministry Team meetings, working with all Parish groups for short and long-term planning.
- Assist the Worship and Music Ministry Team in the preparation and submission of the budget for music ministry; administer the approved budget in conjunction with the Worship and Music Ministry Team.
- Oversee the music library and supervise the maintenance of all musical instruments.
- Oversee copyright compliance.

- Work as part of the team of Parish staff, pastors, and other leaders to achieve Parish-wide ministry goals.
- Facilitate retreats, sectionals and individual instruction to enhance the artistic ability of all members.

Qualifications

- A follower of Jesus Christ who seeks to know, love, and serve God and neighbor, demonstrating a commitment to personal spiritual growth in a diverse theological setting.
- Bachelor's degree (or higher) in music or other related degree.
- Knowledge of and experience with Episcopal, Lutheran, and Presbyterian liturgical practices, or a willingness to learn and incorporate these practices in worship services.
- Skill and competency at the keyboard, particularly organ and piano, and a working knowledge of other instruments.
- Experience and competency directing choirs, handbells, and ensembles of all age groups.
- Ability to work with others and participate collegially with staff members, pastors, and the congregation.
- Ability to communicate effectively through written, verbal, and electronic media.

Accountability

The Director of Music Ministry is under the direct supervision of the Pastors, is accountable to the Personnel Committee and the Parish Council, and works in coordination with the Worship and Music Ministry Team.

Working Conditions

Most duties are performed in the Parish building. The Parish is ADA compliant with handicap parking, handicap access to the building and restrooms, and an elevator for movement between floors.

Salary and Benefits

This is a full-time salaried position. Benefits are negotiable. Salary is commensurate with years of experience, education, and level of musical competencies. Vacation time is two weeks, including two Sundays. There is a budgeted workshop allotment of \$400.