



Position Title: Director of Music Ministries

STATUS: Part-time, hourly (Interim status may be available until position is filled.)

HOURS: **520 Hours per Year** (maximum of 10 hours average / week for 52 weeks)
Services are scheduled weekly. Other events as scheduled. Based on 52 weeks with 2 weeks leave per year plus two additional Sundays per year. Individual practice time included in responsibilities is at Director's discretion.

BENEFITS:

Hourly wages paid every two weeks

2 Weeks Annual Leave plus 2 additional Sundays Annual Leave

Salary range: \$15-\$25 per hour based on education and experience

Position Summary

- Accountable to the Pastor and the Staff Parish Relations Committee.
- The Director of Music Ministries plans, coordinates and leads the musical programs of the church. Cooperate fully with the Pastor in all matters pertaining to the musical program of the church. Inform the Pastor of any scheduled absences as soon as possible.
- One month in advance would be the minimum time for advance notice.
- In dealing with children and youth, maintain good communication with parents.
- Show respect and courtesy to all staff members, church members, attendees and visitors, and work for the good of the church.

Position Responsibilities

- Select, plan, coordinate and lead all music for Sunday worship services including selection of hymns in cooperation with the Pastor and being mindful of the liturgical calendar
- Select, plan, coordinate and lead all music for Revival services
- Select, plan, coordinate and lead all music for Easter services
- Select, plan, coordinate and lead all music for Christmas services
- Select, plan and coordinate music for any other services such as funerals, homecomings, Holy Week or as listed by the Pastor at planning meetings
- Select, plan, coordinate and lead all scheduled practices for all musical performances
- Actively develop choral and instrumental music programs to include the following areas: children, youth, adult and handbells; recruit, coordinate and oversee any volunteers used to enhance the leadership of these programs
- Attend any required staff meeting scheduled by the Staff Parish Relations committee or the Pastor

- Organize and lead planning meetings for the music staff; recruit and schedule appropriate musicians for all worship services
- Make all necessary arrangements for upkeep and regular tuning and maintenance of all church instruments
- Maintain current CCLI licensing and reporting as required
- Recruit, equip, motivate, supervise and shepherd music team leaders and musicians
- Oversee the upkeep and regular maintenance for the sound equipment
- Recruit, motivate and supervise sound technician volunteers
- Communicate budget requests to the Finance Committee and maintain the music department budget
- Develop musical teams and ensembles for services
- Direct outreach events into the community via performances at other organizations as appropriate
- Provide appropriate music for Vacation Bible School in coordination with the VBS Director
- Maintain a strong prayer base for the music ministry
- Communicate faithfully with the Pastor and other staff
- Participate in the life and ministry of the church
- Perform other tasks related to the music program as assigned

Skills and Qualifications

- Position requires talent and skill in leading groups of musicians and church volunteers. Music training is desirable. Ability to play organ and/or piano preferred but not required.
- Experience leading music programs in other churches or related field is desirable.
- This person must be mature and sensitive in working with all members of the congregation and church staff. Ability to communicate and work well with the church musician (organist/pianist) is necessary.
- Knowledge of and experience working within the framework of The United Methodist Church is desired but not required.

Additional information:

- Must pass a background check as a condition of employment
- Until this position is filled, interim status may be available.

CONTACT:

Rev. Elizabeth A. Gaines, Pastor
dsumcpastor@nc.rr.com

Mrs. Kathy Bond, Staff Parish Relations Committee Chair
dsumc@nc.rr.com

Divine Street United Methodist Church
400 W. Divine Street
Dunn, NC 28334

910-892-2339
www.divinestreet.org