



## Butler Memorial United Methodist Church

*"A caring Church and a Beacon in the Community Since 1912"*

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### MISSION STATEMENT

*Butler Memorial United Methodist Church is a beloved community of faith which proclaims the Good News of Jesus Christ and equips persons for ministry and service.*

**Job Title: Director of Music of Butler Memorial United Methodist Church**

#### **Purpose of Position:**

The Director of Music seeks to glorify God and mediate the grace and presence of God by actively engaging and sharing the gospel of Jesus Christ through music, song and other art forms.

#### **Reporting:**

The Director of Music shall report directly to and be supervised by the Pastor and the Staff Pastor Parish Relations Committee.

#### **Principal Function:**

The primary function of the Director of Music is to ensure that all music presented to the glory of God is liturgically and contextually appropriate and facilitates congregational worship.

#### **Duties and Responsibilities:**

- Select, prepare and present appropriate musical pieces for preludes, postludes, offertory and communion for Sunday services and other scheduled services as necessary.
- Accompany sung music (hymns, anthems, responses, "Doxology", and any special music).
- Support existing choirs, bands and ensembles, participate in the selection of music to accommodate the talents and abilities of participants; position members within the group to obtain the best vocal and instrumental balance.
- Network with other colleagues in the music community through ecumenical events, concerts etc.

- Work closely with the pastor on service format and special services and to coordinate music for church services that follows the texts and theme of the sermon.
- Rehearse with the choir and ensembles.
- Organize and conduct weekly rehearsals to prepare the adult choirs and ensembles for future services.
- Conduct (if necessary) and provide planning and musical support for the choir.
- Encourage musical growth within the choir, the musical community of the church and in the church itself. This should include encouraging special music, solo, small groups, or instrumental performances.
- Develops a long-range worship plan, including a yearly calendar, identifying major seasonal events or special services.
- Continuously appraises the need for, and promotes the formation of new groups for the purpose of expanding the music ministry.
- Identifies, encourages, empowers, and integrates artistic gifts into worship and special event services.
- Develops and nurtures relationships with other churches in the wider community, encouraging collaborative activities and events for the church community.
- Order all music and music supplies for the Music Ministry; ensure that the music library of the church is organized and maintained.
- Ensure the proper maintenance of musical instruments, keeping them in good playing condition; maintaining a regular tuning schedule with reputable external service provider for organs and pianos.
- Schedule regular Music Committee meetings and attends the Worship Committee meetings.
- Collaborate with the worship committee to prepare and submit the annual budget requirements for the music program; administrating and expenditures of the approved budget; provide required reports to the Church Council and the congregation.
- Participate in the interview process and provide guidance and counsel to the Staff Pastor Parish Relations Committee and the Pastor regarding the hiring and dismissal of church musicians.
- Perform (at minimum) an annual performance review of the church musicians to provide feedback on the strengths and opportunities for improvement in accordance with the church's performance appraisal process.

- Compile a list of qualified, dependable “substitute” church organists/musicians to be utilized as needed.
- Abide by all applicable church policies and procedures.
- Perform other duties as assigned.

**Position Qualifications:**

- Bachelor's degree with a music major or minor and/or minimum 3 years related experience.
- Must be Christ-centered and must exhibit a Christ-like spirit.
- Demonstrates the ability to interact and partner with multiple constituencies and demographics in supporting diverse levels of abilities, gifts, and experiences.
- Ability to invite, train, encourage and nurture children, youth, adults and seniors and to equip them to share their faith through the sacred arts.
- Flexibility to consider, assess, and implement new and innovative methods and programs to enhance the sacred arts and worship of the church.
- Ability to work efficiently and effectively in a team setting as well as the ability to work independently.
- Possesses solid time management skills and organizational abilities.
- Ability to build partnerships and collaborate in a team-oriented environment; effective collaborator, ability to work with and inspire others.
- Reads music and has experience in choral direction, arranging, accompanying.
- Knowledge of choral repertoire and familiarity with a variety of choral rehearsal techniques.
- Openness to a wide variety of music styles.
- Proficiency in playing piano and/or organ; ability to play other musical instruments is desirable.
- Ability to perform and lead various styles of music; piano skills for leading congregational singing.
- Experience in organizing traditional, contemporary and gospel music worship.
- Ability to select music for, teach, and direct a choir of varied abilities; affection for amateur musicians; a commitment to building the musical life of the church in a cooperative and joyful manner.

**I have read this job description** and I completely understand all my job duties and responsibilities. I understand that I am expected to follow my job as outlined above, and that this overrides anything I have been given or told in the past. If I have any questions concerning what is expected of me or about job duties not specified on this job description that I am asked to perform, I will discuss them with my immediate supervisor (identified below) or the Chairperson of the Staff Pastor Parish Relations Committee.

I further understand that this job description does not constitute an employment contract with Butler Memorial United Methodist Church.

**My signature below indicates that I have read and received a copy of my job description.**

**Signature of Employee:** \_\_\_\_\_

*Director of Music Butler Memorial UMC*

**Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

*Senior Pastor of Butler Memorial UMC*

**Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

*Chairperson of Staff Pastor Parish Relations Committee*

**Date:** \_\_\_\_\_