



JOB ANNOUNCEMENT

POSITION: DIRECTOR OF MUSIC MINISTRY

SYLVANIA FIRST UNITED METHODIST CHURCH, SYLVANIA, GEORGIA

DESCRIPTION: A Part Time position in charge of the music ministry at a medium sized United Methodist Church. The church has a strong choir program, a men's gospel group, and also performs Christmas and Easter cantatas. There is also a handbell choir.

Interested parties should submit a resume that includes contact information, education background, work experiences, related musical training and experiences, experience with choral music, and any other information that may be appropriate to the position. Please include at least two references, professional and personal, with appropriate contact information. Applications can be mailed to the church at PO Box 258, Sylvania, GA 30467 or emailed to admin@sylvaniasfirst.com. If further information is required, you may call the church office at 912-564-2747.

The deadline for applying is March 17, 2023.



SYLVANIA FIRST UNITED METHODIST CHURCH

JOB TITLE: DIRECTOR OF MUSIC MINISTRY

Reports To: Senior Pastor and the Staff Parish Relations Committee

Category: Support Staff, Part Time

Payroll Status: Part Time

Office Hours: Open to Discussion

Salary: Commensurate to Training Level and Hours Worked

Job Summary

Lead the music ministry of the church in a manner that enhances the Spirit of worship and encourages and assists the congregation's participation in praising and serving God.

Minimum Qualifications

- Prior experience and/or training in voice and/or directing choral groups is preferred.
- A bachelors' degree in a music related field is preferred.
- Must embrace the Christian Discipline and The United Methodist Church doctrine and theology.
- Possess the ability to work with diverse individuals, musicians, age groups, and volunteers.
- Possess written and verbal skills as well as conflict management skills.
- Possess the ability to plan, develop, coordinate, manage and implement music ministry programs within the parameters of the Sylvania First United Methodist Church.

Duties and Responsibilities

- Manage and direct the chancel choir and music ensembles.
- Coordinate with the Music Committee to develop a yearly budget for the music department to be submitted to the Finance Committee.
- Coordinate with the Music Committee to manage the music budget and special offerings given to the music department.
- Coordinate with the Pastor and the Staff Parish Relations Committee to provide musical accompaniment for regular and special worship services.
- Coordinate with the Pastor the selection of music for the worship service appropriate for worship themes and seasons.
- Coordinate and maintain the music library.
- Manage the maintenance and upkeep of the music equipment of the church.
- Attend staff meetings and other church committee meetings as directed by the Pastor.
- Assist the Pastor in planning congregation worship services.
- Promote the growth and development of choirs and music ensembles.
- Lead or serve as a resource person for church events that may require music (e.g., VBS, conference meetings, community groups, etc.)

- Ensure the Safe Sanctuary Policy of the Sylvania First United Methodist Church is observed in all music ministry settings.
- Be aware of resources in developing the various aspects of the music ministry and participate in continuing education and training opportunities when available.
- Coordinate with the Music Committee and Pastor to plan, develop, implement, and expand the music ministry in creative ways for all age groups in the church.
- Comply with all church policies and procedures.
- Perform other duties related to the music department that may be assigned.

Expectations

- Exhibit a meaningful and personal relationship with Jesus Christ.
- Possess a knowledge of music and the ability to convey musical concepts to others.
- Maintain in strictest confidence any information of a sensitive nature.
- Interact positively with church staff and volunteers in a way that encourages others and elevates our shared ministry as a team.

Conditions of employment

- Be of good moral and Christian character.
- Have a basic understanding of the liturgy, traditions, and ministry of The United Methodist Church.
- Submit to a background check in accordance with the Sylvania First United Methodist Church Safe Sanctuary Policy.
- Be in agreement with and support of the Sylvania First United Methodist Church mission and goals.
- Possess a knowledge of the various age-appropriate methods of leading and teaching children, youth, and adults.
- Have a caring attitude, excellent people skills and high integrity.
- Have the physical ability to carry out the duties and responsibilities of the position.

Performance and Evaluation

Job performance, salary and benefits are reviewed annually by the Staff Parish Relations Committee in consultation with the Pastor. The Director of Music Ministry will be subject to the Sylvania First United Methodist Church policies as determined by the Charge Conference, the Staff Parish Relationship Committee and Pastor.

Employee Acknowledgement

My signature acknowledges that I have read and understand the above job description and that the job description provides essential and general duties, responsibilities, and specifications of the position. I further understand the Job Description may be changed or altered to meet the needs of the Sylvania First United Methodist Church and that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with the Sylvania First United Methodist Church.

Printed Name _____

Signature _____

Date _____