

Ridge United Methodist Church
Job Description: Salaried/Part Time

Position Title: **Director of Traditional Music Ministries**

Under the direction of the Senior Pastor, the Director of Traditional Music Ministries shall establish, administer and direct the ministry of music that is related to the traditional worship service; to aid in worship, and to lead members of the musical groups into a stronger personal relationship with Jesus Christ. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Plans and directs Chancel choir and adult bell choir rehearsals and trains music leadership in the church. Works closely with the pastoral staff and appropriate church committees.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Communication and Coordination

1. Work with the Pastor in planning and leading Sunday morning worship service(s).
2. Serve as musician for Sunday morning service(s), including prelude and postlude and other musical selections as needed during the worship service(s).
3. Select appropriate music in conjunction with the preaching pastor, that are reflective of the liturgical season and designated scripture texts.
4. Recruit and strengthen present music groups, and develop new music groups as needed in consultation with the Senior Pastor.
5. Conduct rehearsals and direct Chancel Choir and Adult Bell Choir.
6. Plan and coordinate special music services: Cantatas, etc.
7. Rehearse with and accompany vocal and instrumental soloists at Sunday morning worship.
8. May serve as musician for all weddings, memorial services, and funerals held at the church when necessary. If unavailable, provide a suitable substitute(s).
9. Manage appropriate budget lines.
10. Submit budget requests each fall as part of the budgetary process of the Finance Committee.
11. Submit information for bulletins in a timely fashion as determined by the Administrative staff and Pastor.
12. Provide qualified substitutes for all absences.
13. Perform all other duties as assigned by the Senior Pastor.

Maintenance

1. Assure proper use, care, repair and maintenance of the musical instruments and equipment.
2. Arrange for timely maintenance and tuning of all the musical instruments within approved budget and provide regular reports specifying maintenance needs to the Worship Committee.

Relationships

1. Ability to lead and work with people of all ages.
2. Ability to work in a team-oriented staff environment.
3. Have strong nurturing skills.

Accountability

1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
2. Be able to envision, coordinate, organize and administer programs.
3. Be a responsible self-starter-a motivated person.

EXPERIENCE

1. Manage time independently for practice and rehearsals.
2. Excellent organ/piano and accompanying skills.
3. Knowledge of music theory, including transpositions and harmony.
4. Ability to sight read, modulate, play with rhythmic integrity and embellish music score
5. Ability to accompany vocalists.

MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS

Flexible hours are required to meet responsibilities. Must be able to meet the established deadlines. Must be available for Sunday morning services, and other services as required.

The above are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all-inclusive list of responsibilities, duties and skills required.