

CROSS & FLAME MINISTRIES
The Director of Music / Primary Job Site: Murphysboro
Job Description

GENERAL DUTIES AND RESPONSIBILITIES

Under the supervision of Senior Pastor in conjunction with Staff Parish Relations Committees and Worship Planning Team, the Director of Music will provide music, instrumental and vocal direction for Traditional Service on Sundays and any other services requested by the Pastor at the Murphysboro site, as outlined below:

SPECIFIC DUTIES AND RESPONSIBILITIES

- 1. Maintain a personal relationship with God and diligently develop his/her spiritual gift of leadership.**
 - a. Allocate time daily to maintain a personal relationship to God
 - b. Model mature Christian behavior consistently
 - c. Be an active member in a church of the Christian faith
- 2. Is the organizer and director for the music ministries at the MUMC**
- 3. The Director of Music's duties also include but are not limited to the following special events/services: cantatas, Lenten Services, special Easter and Christmas services and community ecumenical services when held at the MUMC or another site.**
- 4. Attend weekly choir practices**
- 5. Allow sufficient practice time to ensure acceptable performance**

Practical: To prepare the choirs to provide centering worship and prayer. To choose music which relates to the theme of the sermon or to the particular day in the church calendar to enhance the worship of the participants. The Director of Music will maintain a varied program of special music. The special music may include, but is not limited to soloists, instrumental groups, special choral ensembles, seasonal chorus', and special artists.

Spiritual Fellowship: The choir rehearsal should not only be about the performance and techniques of music. There should be a conscious effort to engage the choir members in a meaningful, spiritual experience: one that consists of sharing joys and concerns and understanding the purpose for both singing and presenting music in the worship service. Ultimately, the members of the choirs should experience some level of spiritual growth within the choral experience.

Range of Authority and Responsibility: The Director of Music reports directly to the Senior Pastor and is accountable to the Staff Parish Relations Committee (SPRC). Pianist, Organist, Bell Choir Director, Praise Kids Director and Praise Kids Accompanist report to the Director of Music. The Director of Music may delegate supervision of specific positions as the Director deems appropriate. As the person responsible for the overall music program, the Director of Music shall be available to all choir directors and accompanists for guidance and/or assistance.

The scheduling of music for Sundays and special services of worship will be held several times each year in consultation with the Senior Pastor. Special services might include Christmas Eve, Ash Wednesday, Maundy Thursday. Special rehearsals will take place when necessary. Possible extra rehearsals could be held for Cantatas, Musicals, Christmas Eve, Easter, etc. as determined in coordination with the Senior Pastor, Office room scheduler and Youth Coordinator. The Director of Music shall attend all relevant meetings unless otherwise excused by the Senior Pastor. These meetings may include accompanists, music staff, choir officers, or pastoral and/or office staff.

- **Responsibilities:** The Director of Music will:
Be responsible for communication among all the music ministry team and officers at MUMC

- Will meet or communicate with the Senior Pastor to discuss and understand current worship plans and visions for future worship events. This will take place once per week, or, at the discretion of the Senior Pastor. It is understood that a lectionary will be provided to the Director of Music,
 - Will communicate all musical information (names, composers, etc.) including who will play prelude, offertory, and postlude. This shall be communicated to the church office prior to the established bulletin printing deadline for inclusion in the bulletin each Sunday.
 - Will promptly communicate any changes to the church office to the previously provided information
 - Will communicate the titles of anthems and the centering in worship music in a timely fashion to the Music Librarian to prepare folders for the singers and will provide accompanists copies of appropriate choral music no less than two (2) weeks prior to the performance.
 - Will attend meetings of the Church Council as may be requested by the Chair of the Church Council, the SPRC, or the Senior Pastor.
 - Will hold regular music staff meetings up to four a year, to coordinate and schedule both regular and special/seasonal music well in advance of performance. Additional meetings may be arranged on an as needed basis.
 - Will communicate with the music staff on a regular basis to provide feedback and will provide annual written evaluations for members of the music staff in conjunction with the Staff Parish Relations Committee.
 - Will communicate with the Newsletter writer about long-range music calendar and special events.
- Direct each Sunday during the choir year (traditionally September through the first week of June)
 - Attend all rehearsals, worship services, special performances, and extra rehearsals in accordance with discussions with the Senior Pastor and SPRC.
 - Act as a recruiting facilitator for musicians and choir members for the Music Ministry.
 - Assist with any music ministry related fund-raising events
 - Oversee music budget, work with Finance Committee annually to establish funding for four choirs, organist, pianist, solos and ensembles.
 - Maintain a music library and purchase supplies as needed within budgetary restraints.
 - Arrange for tuning and service of church instruments: piano, organ, handbells
 - Schedule special music: assist in music selection, arrange for accompanists
 - Coordinate outside music groups performing at MUMC; provide sound, light board volunteers, rehearsal space, reception when and if necessary and housing when appropriate.

Skill Requirements

The Director of Music must have vocal training plus a knowledge of keyboard and choral repertoire. A Bachelor's Degree in Music is required and a master's degree is recommended, or commensurate experience.

Evaluation

The Staff Parish Relations Committee (SPRC) serves as the personnel committee in consultation with the Senior Pastor. An initial performance review will be conducted after three (3) months of service and thereafter an annual performance review will be conducted by the Senior Pastor and a representative of SPRC. The Director of Music will write a self-evaluation and discuss it with a liaison from the SPRC and the Senior Pastor during an annual performance review.