**First United Methodist Church Chenango Bridge, NY**

**Director of Music Job Description**

 PURPOSE OF POSITION

To lead the music ministry of the church to glorify God through Christian worship

GENERAL RESPONSIBILITIES

* To be pleasant in manner with all contacts
* Be open to the guidance of the Holy Spirit in the ministry of music
* Be a resource to the Worship Committee
* Be responsible to the Staff Parish Relations Committee
* Be the contact person for our music ministry’s participation in programs with other churches.

DIRECTOR’S RESPONSIBILITIES

* Provide instrumental music for all regularly scheduled worship services. Utilize organ, keyboard, piano and other instruments as able (guitar, etc.)
* Direct the adult voice choir
* Coordinate the music for weddings and funerals
* Facilitate the use of traditional, contemporary/praise music and other special music in worship as guided by the Worship Committee and Pastor
* Arrange for the maintenance of all the pianos and organs in the church
* Order all music and supplies keeping within the church budget
* Help prepare the music ministry items of the music budget
* Meet regularly with the pastor to coordinate the weekly worship services. Meet quarterly with the Worship Committee
* Communicate news of the music ministry to the congregation utilizing the newsletter and other means
* Arrange for our music ministry to serve outside the church: i.e. nursing homes
* Arrange for substitute musicians to cover for vacation time
* Current anticipated work schedule includes:
	+ One weekly Sunday morning service (approximately 2 hours)
	+ One weekly choir practice (with the exception of June, July, & August)
	+ Occasional extra services (approximately 4 per year)
	+ Time as needed to prepare and to fulfill other job responsibilities detailed above

SALARY AND BENEFITS

* Salary to be paid semi-monthly on the 15th and 30th
* Vacation time to be worked out with the pastor
* Disability and Workman’s Compensation paid under regular church policy
* Paid Vacation: one calendar week of leave from duties granted after the first 6 months of employment and two calendar weeks granted annually after one full year of employment
* Up to five paid sick days per year
* Planned Starting Salary is $ (negotiable in consideration of experience, etc.)

PROBATIONARY PERIOD

* First six months of employment will be probationary
* Evaluation will be made by the Pastor and the Staff Parish Relations Committee at the end of the third and sixth month and annually thereafter