

JOB DESCRIPTION FOR MUSIC DIRECTOR

FIRST UNITED METHODIST CHURCH OF BRADY

Summary Statement of Duties:

The Music Director shall be responsible for developing and overseeing the music ministry of the church.

This is a part time position.

Qualifications:

1. Committed Christian.
2. Ability to receive instructions and carry them out.
3. Good leadership, communication, and organizational skills.

To Whom Responsible: The Pastor

Responsibilities:

1. Be responsible for coordinating the entire music program of the church with the pastor and church secretary. This includes music for Sunday worship services and other special services of the liturgical year, along with assistance with weddings and funerals when necessary. This also includes overseeing the bell choir, instrumentalists, and other music groups as necessary.
2. Direct the Sanctuary Choir at rehearsals and services of worship.
3. Attend Sunday services of worship and other special services of the liturgical year; i.e. Maundy Thursday, Good Friday, Christmas Eve, Christmas Day, etc.
4. Secure a suitable substitute for absences.
5. Meet regularly with the pastor.
6. Participate in the budget-making process and stay within the limits specified by the budget of the church.
7. Be responsible for the purchase of, identification of and cataloging of sheet music and other necessary items.
8. Be encouraged to pursue continuing education opportunities when possible.

I have reviewed this job description and I understand its content.

I also understand that the performance of these duties is required in my position and periodically, the Pastor and the Staff/Parish Relations Committee will evaluate job performance. I also understand that these duties are expected to be done at the salary as set for the current fiscal year.

Signature: _____ Date: _____

This policy adopted January 18, 2011