

## **Director of Music Ministries**

### **Grace United Methodist Church (GUMC) – Joliet, IL**

Grace United Methodist Church members are committed to and proud of our strong music program(s). We are now searching for YOU to help build upon this strong history.

The Director of Music Ministries actively engages the congregation in worship through music. In conjunction with the pastoral staff, this position plans, guides, and supports the music-related worship of the church fostering creativity and cultivating and nurturing relationships.

GUMC supports and models the vision of an inclusive, welcoming, spiritually growing congregation.

#### **General Responsibilities:**

Oversee the music program of GUMC. Direct the Chancel (adult) and Bell choirs, and coordinate the music for worship services. Extra planning, coordinated with the pastor and worship committee, will be needed for special services (UMW Sunday, All Saints Sunday, Advent, Lent, etc.) and summer music.

#### **Planning and Preparation**

- Create and share a vision for music and arts in worship (consistent with UMC values and doctrine). Articulate, guide, and oversee a vision and establish standards for the use and development of music in the worship life of the congregation. Develop a long-range worship music plan in collaboration with the pastoral staff and worship committee.
- Organize, rehearse and lead GUMC music groups.
- Foster creativity in the music selections and groups involved in church worship.
- Coordinate music department needs with the audiovisual team.
- Provide updates to the Office Manager regarding music for bulletins, slides and church communications.
- Oversee and schedule music resource maintenance (catalog/organize music library, direct instrument maintenance and tuning).
- Manage the music program budget.
- Oversee copyright compliance related to music, recording and posting.
- Provide regular reports and updates before staff, worship committee, and ReTurn team meetings, and maintain open communication with committee leaders. Attend staff meetings and worship committee meetings if personal schedule permits. Special evening/weekend meetings may be scheduled and attendance may be required.
- In the event of church services only being available remotely/virtually, this position continues to function, albeit in a different manner. Responsibilities include coordinating weekly pre-recorded music/videos and insertion of lyrics into video for musical selections.
- When returning to in-person worship (post-COVID), hymns and vocal selections may continue in pre-recorded format until in-person singing and playing instruments is deemed safe. Work with church leadership and remain informed of CDC guidelines.
- Assume such other duties related to the position as may be assigned by the pastor.

#### **Building Relationships and Growing the Music Program**

- Provide scheduling, guidance, and collaborative leadership to the Chancel Choir.
- Create and foster a collaborative team culture with the accompanist and organist.

- Maintain open and regular communication with music program participants to enhance personal connections.
- Recruit and coach church members and others for music contributions to improve variety.
- Provide counsel and guidance, when needed, to the directors of ensembles such as Gospel, Blue Shirts (men), Children/Youth, and small groups, etc.
- Encourage participation of youth and children in music ministry within the church.
- Recruit through community outreach to engage outside groups to add to our music ministry.

**Preferred Education, Qualities and Skills:**

- Bachelor degree in music education, music performance, and/or commensurate experience.
- Strong musical skills including aural discernment and keyboard skills.
- Solid, expressive, enthusiastic and clear conducting and directing techniques.
- Experience with and knowledge of sacred choral repertoire, hymns, and contemporary Christian music for appropriate musical selections.
- Ability to promote harmony within the choir groups and among music ministry participants, church leaders, and volunteers.
- Ability to actively engage the congregation during worship through music.
- Good rehearsal organizational and planning skills.
- Strong written and verbal communications.
- Ability to give and receive criticism.
- Skilled in arranging and sequencing music, preparing and transcribing instrumental and vocal arrangements. New compositions are welcomed.
- Producing and directing special events, such as concerts, cantatas, and programs.
- Experience with sound equipment, recording, video editing, etc.
- Ability to manage and motivate volunteers.

**Desired Qualities:**

- Pleasant personality, well organized, and flexible servant-leader who will facilitate positive relationships and an innovative program.
- A commitment to spiritual growth which will enhance the theological outlook of the church.

This is a part-time position. Regular worship and rehearsal attendance is required. It is expected that extra efforts may sometimes need to be made – especially during pandemic times and for special services. The church may have certain events such as weddings and funerals, and the staff has the right of first refusal for duties that are consistent with their positions. In the event of a planned absence, the Director finds their own substitute.

**Job Description – Director of Music Ministries**  
**Revised: May 2021**  
**GUMC Staff Parish Relations Committee**

**PLEASE SUBMIT RESUME AND COVER LETTER TO:**  
**P JOANNE RAY – [JOANNE.RAY@ATT.NET](mailto:JOANNE.RAY@ATT.NET)**