

Position: Music Director
Status: Exempt, Part-time, semi-flexible, 8 hours/week
Reports to: Pastor (Personnel Committee Chair in Pastor's absence)
Date: August 11, 2026



JOB DESCRIPTION:

The Music Director is responsible for planning, preparing, and leading the music for weekly and special worship services, which includes supporting the Pastor in hymn and music selection. Key duties involve directing the church choir and other musicians, coordinating accompaniments, managing the music library and budget, and working with the worship committee and church staff. This role requires musical talent, leadership skills, and spiritual dedication to nurture the congregation's musical expression of faith. It is important that this individual connects with both church leadership and church family of United Presbyterian Church to meet the musical needs of the organization.

Essential Functions:

- **Service Leadership:** Plan and lead music for weekly and special services (e.g., Christmas, Easter, Ash Wednesday) in coordination with the Pastor and Worship Committee.
- **Accompaniment:** Coordinate accompaniment for hymns, anthems, and other musical elements during services (piano, drums set, etc.)
- **Choir and Ensemble Direction:** Recruit, rehearse, and direct the adult choir and any other vocal or instrumental ensembles. This may also include leading smaller groups or special musicians.
- **Musician Coordination:** Schedule and coordinate instrumentalists and vocalists to ensure adequate participation in services.
- **Musical Selection:** Choose appropriate hymns, anthems, and other music that aligns with the sermon, seasonal themes, and the worship service's liturgy.
- **Spiritual Nurturing:** Foster a spiritual and fellowship-oriented environment within the music ministry.
- **Technical Support:** Possess a general understanding of church audiovisual equipment and provide general technical support.
- **Administrative Duties:** Manage the music library, report music use to church administrator who maintains the CCLI (Christian Copyright Licensing International) license, oversee the music budget, schedule instrument maintenance, and create musician schedules.
- **Other Activities:** This may include leading music for children's programs like Vacation Bible School or playing for weddings and funerals.

Required Qualifications:

- **Musical Expertise:** Proficiency in directing is essential with familiarity across a range of Christian music styles, from traditional hymns to contemporary worship music.
- **Leadership and Interpersonal Skills:** Strong communication, teaching, and leadership abilities to work with volunteers of various skill levels.
- **Organizational Skills:** Ability to plan, schedule, and manage the logistics of a church music program effectively.
- **Spiritual Commitment:** A commitment to the church's mission and the role of music in worship.
- **Technical Proficiency:** Ability to use multimedia technology (sound system, etc.) to enhance worship is often required.

Preferred Qualifications:

- Associate's or Bachelor's degree in music

Supervisory Responsibility: This position supervises the Pianist position, which works under the general supervision of the Pastor, often coordinating with the Worship Committee, with employment terms set by the Session Personnel Committee. The Music Director also supervises volunteer musicians and oversees absences and substitutes to ensure a seamless music program.

Work Environment: Primarily working in an office and worship environment with extended periods of time sitting, using a computer, standing, allowing access to the church buildings, and similar tasks.

Position Type: The Music Director will work as needed with the Pastor and musical volunteers to ensure the needs of the music program are met. Hours are often self-directed and will vary. This position leads the music program each Sunday with at most 6 Sundays not in attendance per year.

Travel: Travel as required to perform the essential functions as outlined.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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To Apply:

Send resume to nradzinski@gmail.com