

HUNT'S MEMORIAL UNITED METHODIST CHURCH
1912 Old Court Rd.
Towson, Maryland 21204

JOB DESCRIPTION FOR THE MUSIC DIRECTOR

Summary statement of duties: The music director is responsible for working with the pastor in developing a music program for the church that will complement the liturgy, the preaching, and the spirit of the people. Specific responsibilities include providing music at the traditional worship service plus other special worship services and directing or overseeing all church choirs.

Qualifications:

1. Background and training in church music and choir direction. Experience directing church choirs preferred.
2. Ability to work with people of all ages.
3. Committed to the mission of the church.
4. Keyboard experience desirable.

Responsibilities:

1. Direct the adult choir.
2. Recruit children, youth, and adults to participate in the music ministry of the church.
3. Organize and direct/supervise a children's/youth choir during the school year.
4. Coordinate and support the pastor and all other music leaders in planning the music program.
5. Develop a practice and performance schedule for all participating choirs.
6. Work with the chairperson of the Worship Committee to integrate music into the worship ministry of the church.
7. Direct the congregation in hymn singing.
8. Direct the choir in preparation and performance of music for up to four special occasions and events during the year.
9. In coordination with the Youth Group Leaders, plan and direct the music for the annual Youth Service, as requested.
10. Organize special music for summer Sunday services.
11. Be responsible for the purchase of necessary music and supplies and the hiring of instrumental and vocal soloists. (Expenditures in this area shall not exceed the amount provided in the church budget.)
12. Develop and submit a yearly budget proposal to the Finance Committee.
13. Oversee the usage and maintenance of the organ and the piano in the sanctuary.
14. Be responsible for setting the policies regarding the use of the church's musical instruments and resources.
15. Participate in events and workshops that will enhance the music program of the church and the Director's expertise.
16. Attend periodic staff meetings.
17. Develop and maintain a list of qualified pianist substitutes to be called by the church pianist or the church office when necessary.

Working hours:

1. 1 ½ hours for evening adult choir rehearsals (more if necessary for special performances).
2. 1 ½ hours for children and youth choirs.
3. Be available 3 to 4 hours on Sunday mornings.
4. Other hours as necessary for preparation, special choirs and/or ensembles, averaging approximately 15 hours weekly, depending upon the time of year. Minimum 48 weeks per year with planned coverage for the other 4 weeks.

To whom responsible: The pastor and the Staff Pastor-Parish Relations Committee.
Performance review annually.

Please send letter of interest and resume to: Hunt's Memorial United Methodist Church, 1912 Old Court Road, Towson, MD 21204 or email us at huntssearch@gmail.com.