**DIRECTOR OF MUSIC MINISTRY Posted on Feb. 8, 2023 – March 8, 2023**

**JOB Announcement: DIRECTOR OF MUSIC MINISTRY AT WESLEY CHAPEL UMC MCDONOUGH, GEORGIA**

**Job Summary**

Wesley Chapel United Methodist Church is seeking a full time Director of Music Ministry who has transformational leadership skills and who is a pastoral liturgical musician. This position is open to a highly trained, skilled, and qualified mastered musician who has a proven record of successfully serving as the Director of Music Ministry, or in a similar leadership position within a church (preferably a UMC). We are especially interested in the candidate whose abilities as a transformational leader are evident in the quality of music demonstrated by their current choirs and band under his or her leadership. The Director of Music Ministry must share the goals and mission of Wesley Chapel and must be qualified to lead in transforming people and their productivity in every capacity of the music ministry. Wesley’s Director of Music Ministry must be a spiritual leader, with strong Christian values and who will effectively oversee a comprehensive music ministry which encourages, model and provide strategic direction to the Music Ministry.

**Responsibilities**

* Assure weekly accountability and quality of service for all music contractors and worship techs (sound/media).
* Lead music during Sunday morning services, holiday services and special events as well as provide musical accompaniment at funerals and weddings (when requested).
* Coordinate music, media and overall worship service in collaboration with the Lead Pastor and worship team.
* Employ transformational strategies to recruit singers, choirs, promote the music ministry at Wesley using a variety of techniques, strategies and training during rehearsals.
* Participate in weekly staff meetings and other duties and responsibilities as detailed in the job description.

**Qualifications/ Requirements**

\* Membership in a church of Christian Faith;

\* Degree in Music is preferred;

\* At least 5 years or more experience playing the organ and or piano/keyboard for a choir is required; preferably experience in a religious and/or classical music setting, with the ability to teach parts;

\* Must be proficient in reading music, have at least an intermediate level of music theory, and the ability to modulate to various keys without hesitation;

\* Has a wide knowledge base of a variety of musical styles (Traditional, Gospel, Contemporary Music, Praise and Worship, Hymns, Anthems, Spirituals, and teaching harmony);

\*Enthusiastic, good verbal and written communication skills;

\*Proven record with current references of experiences and success as a Music Director;

\* Salary Negotiable

**TO APPLY:** Please email your resume and your cover letter of interest via email: 329chrch@wesleymcd.org

***Wesley Chapel UMC \* 397 Racetrack Rd. \* McDonough, Ga. 30252 \* Rev. Belinda McCastle, Lead Pastor***



The Director of Music Ministry Job Description

Introduction

Wesley Chapel United Methodist Church is seeking a Director of Music Ministry who has transformational leadership skills. The Director of Music Ministry must share the goals and mission of Wesley and be qualified to lead in transforming people and their productivity in every capacity of the music ministry. Wesley Chapel UMC Director of Music Ministry must be committed to transforming the level of performance and dedicated to leading people in a strong spiritual journey through liturgy and worship participation. The Music Director must be a spiritual leader, with strong Christian values to effectively lead the ministry. Transform implies an expanded vision. The Director of Music Ministry is in a unique position to change lives positively for the faith journey by transforming the music ministry for the glory of God.

Job Summary

The Director of Music Ministry at WCUMC will create a comprehensive music program inclusive of all age groups throughout the life of the church. This position requires working in consultation with the Lead Pastor to plan the Sunday worship and special services. It is the responsibility of the Director of Music Ministry at Wesley Chapel to offer a high functioning Music Ministry Program. The Director will raise the level of spiritual energy in the church by their own enthusiasm and support to the mission, vision and goals of the church.

Principal Function

The Director of Music Ministry must possess a clear understanding of transformation experientially in order to elevate the music program to a higher level. Transformation is realized when we learn, engage in and be transformed by experiences that bring greater depth and meaning to our worship music and ultimately to our life. Singers show up for rehearsal. They come to sing, and each has a different perspective and different level of talent. WCUMC Transformation Director of Music Ministry will be a person who listens, instructs, motivates encourages and affirms the changes that are necessary to mold this unrelated group of singers into a unified sound. The product is called an ensemble. We are seeking a Director who strives for that unity as an ensemble each time during rehearsal and during worship service.

Responsibilities of the Director of Music Ministry

1. Employ transformation strategies to recruit singers, choirs, promotion of the music ministry in effort to advance the Music Ministry.

2. Organize and supervise independent contractors hired to provide instrumental music.

3. Oversee and implement accountability and quality of service for all music contractors and worship techs (sound/media) and volunteers.

4. Be Organized. Provide written rules of operation for your music team, media tech and all volunteer weekly workers so expectations can be established and adhered to.

5. Lead music during Sunday morning services, holiday services and special events.

6. Select music for Sunday morning worship, in collaboration with the Lead Pastor and worship team.

7. Coordinate music, media and overall worship service with Lead Pastor and Director of Media and Sound.

8. Provide musical accompaniment for services, weddings, and funerals when requested. Refer to the full policy for funerals and weddings.

9. Offer music opportunities for children of all ages.

10. Establish a schedule for weekly choir rehearsals and communicate with choir members and musicians via email or text.

11. Selects and handles the purchase of all music for the music program, observing budgetary guidelines.

12. Adheres to applicable copyright laws with regard to the use duplication, distribution, and broadcast of music and/or lyrics.

13. Catalog and organize all music resources.

14. Oversee the care and upkeep of all instruments.

15. Provide the Office Assistant and the Worship Media/ Video Editor with song lyrics and other bulletin information.

16. Participate in staff meetings.

17. Be an active participant of the Worship Committee and Administrative Council.

18. Attend continuing education events as approved to enhance and improve job skills.

19. Assist the Lead Pastor with other ministry projects as needed.

20. Offer suggestions and observations that would improve Wesley’s music ministry.

21. Report all absences of any music independent contractors immediately to the Lead Pastor and the SPRC chair. This should provide you time to find a replacement or substitute for them.

22. The Director of Music Ministry is responsible for supervision of all musicians, worship media/video editor and sound contractors including volunteers who serve weekly in worship.

23. The Director of Music Ministry, all musicians, media and sound techs must be accountable to their position at Wesley Chapel every Sunday. No other job or reason (except emergencies or illness) supersedes any of your duties and responsibilities at Wesley Chapel UMC on Sunday, special services and holidays including New Year’s Eve.

Qualifications/ Experiences

· Proven commitment to Transformation Leadership Strategies as a Music Director

· Bachelor’s degree, preferably in music education or related field

· Demonstrated experience in choral directing

· Enthusiastic with good verbal and written communication skills

· Ability to actively engage the congregation during worship through music

· Proficiency in reading music and playing organ, piano/keyboard and instruments; writing music is desirable

· Strong organizational skills

· Ability to promote harmony in the workplace by maintaining good working relationships and supporting staff decisions

· Ability to give detailed attention to the duties for which he/she is primarily responsible while offering imaginative and creative thinking to the overall vision of WCUMC

· A commitment to spiritual growth which will enhance the basic theological outlook of the United Methodist Church

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| Logo  Description automatically generated | Director of Music Ministry |

# Employment Application Deadline: March 15, 2023

Wesley Chapel UMC is an equal opportunity employer. It is our policy to not discriminate against any applicant under consideration for employment on a basis prohibited by local, state or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the church office.

## Applicant Information

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| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

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| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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|  | City | State | ZIP Code |

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| Phone: |  | Email |  |

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| Date Available: |  | How much prior notice is needed? |  | Desired Salary: | $ |

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| Position Applied for: |  |

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| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

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| Have you ever worked for this church? | YES[ ]  | NO[ ]  | If yes, when? |  |

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| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |   |

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| If yes, explain: |  |

## Education

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| High School: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

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| College: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

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| Other: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list three professional references.

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| Full Name: |  | Relationship: |  |
| Church: |  | Phone: |  |
| Address: |  |  |  |
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| Full Name: |  | Relationship: |  |
| Church: |  | Phone: |  |
| Address: |  |  |  |
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| Full Name: |  | Relationship: |  |
| Church: |  | Phone: |  |
| Address: |  |  |  |

## Current / Previous Employment

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| Church: |  | Phone: |  |
| Address: |  | Pastor: |  |

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| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
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| Church: |  | Phone: |  |
| Address: |  | Pastor: |  |

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| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
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| Address: |  | Supervisor: |  |

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| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |
| Responsibilities: |  |
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| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Military Service

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| Rank at Discharge: |  | Type of Discharge: |  |

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| If other than honorable, explain: |  |
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## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Signature: |  | Date: |  |

**Special note**:

PLEASE READ THE INFORMATION BELOW AND ATTACH YOUR RESPONSE TO THIS APPLICATION.

In the United Methodist Church, there are six areas the Director of Music Ministry must know, understand and operate in during their employment at a local church. Some of these knowledge areas, of course, are more important in one setting than in another, but they are all worthy of study and mastery by all church music directors. Knowledge building is an ongoing process that should continue over lifetime. Please choose (2 or 3) of these areas to help you describe how you are implementing these currently, or in the past, in your position as a church musician or the Director of Music. Explain your vision to infuse these into your new position at Wesley to help revitalize and build our Music Ministry Program. Refer to the umcdiscipleship.org, “***What Should a Music Director Know.”***