

Powell United Methodist Church

Job Description Traditional Music Director

Main Goal: Develop, implement, and coordinate the musical ministries of Powell UMC to enhance the spiritual experience of the congregation.

Personal Characteristics, Skill and Requirements:

1. Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others.
2. Ability to administer ministry programs without much oversight.
3. Demonstrate experience in organizational administration.
4. Be a good communicator, one on one, in small and large groups
5. Demonstrated experience and ability to develop positive relationships of trust and respect with members of the church, the neighborhood school and the larger community.
6. Demonstrated experience and ability to be a team player who can relate well to the overall goals of Powell UMC and work cooperatively with the Senior Pastor, ministry leaders and staff.
7. Pass the required background check
8. If hired, you must be a faithful member of Powell UMC.

Time Requirement: 52 work weeks, 20 hours per week

Reports to: Lead Pastor and Staff Parish Relations Committee.

Compensation: Salaried position.

Minimum Qualifications:

- Possess knowledge and previous experience in conducting, managing, and supervising musical groups of various sizes and styles.
- Demonstrated leadership and communication skills.
- Working knowledge of computer software such as Microsoft Word, Excel, internet communications, and EasyWorship or ability to learn.

Essential Functions:

1. Supervise, equip, empower and schedule music groups and the directors/conductors including but not limited to adult choir and ensembles, children's and youth choirs, handbells and the string and brass ensembles.
2. Conduct, guide, and rehearse the Chancel Choir.

3. Build and maintain a strong music program through coaching, recruiting new members, and developing new groups.
4. Communicate and become familiar with all music-related audio-visual needs.
5. Assure that all music related equipment is properly maintained.
6. Participate in worship planning sessions.

Communication

Keep congregation informed of ministry happenings via enotes, weekly bulletin, emails, the website, and social media.

Miscellaneous Responsibilities

1. Be present on Sunday mornings.
2. Participate in church staff meetings.
3. Ensure communication of music activities to the congregation.