

**RIDGE UNITED METHODIST CHURCH
POSITION DESCRIPTION**

June 2007

POSITION TITLE: **MINISTER OF MUSIC**

REPORTS TO: Senior Pastor SALARIED: X HOURLY:

POSITION PURPOSE AND SUMMARY

Under the direction of the Senior Pastor the minister of traditional worship shall establish, administer and direct the ministry of music and arts that is related to the traditional worship services; to aid in worship, and to lead members of the musical groups into a stronger personal relationship with Jesus Christ.

Plans and directs choir and bell choir rehearsals and trains music leadership in the church. Works closely with the pastoral staff and appropriate ministry teams in administrative matters.

Shall serve as a staff member of Ridge United Methodist Church, and shall be report to the Senior Pastor. Overall supervision will be provided by the Senior Pastor and the Staff Parish Relations Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Shall work with the Senior Pastor to ensure the proper coordination of the total church program. The Minister of Music is a half time position (20 hours per week), and shall attend meetings for Staff (monthly), Worship and Administrative Council, as necessary.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Coordinate the Traditional Worship and Worship Arts program of Ridge United Methodist Church. Develop Worship Team to help with planning and coordinating.
2. Work with Pastor in planning and leading 8:30 and 11:00 Sunday morning worship services - adhere to all applicable deadlines created by the Senior pastor or designee.
3. Conduct rehearsals, and direct Chancel Choir, Sanctuary Singers and Adult Bell Choir. In the event the Director is absent, ensure that choirs are directed by qualified persons.
4. Recruit and strengthen present music groups, and develop new music groups as needed in consultation with Senior Pastor.
5. Provide music and accompaniment on Sunday mornings and at other services assigned by the senior pastor.
6. Develop and maintain music library.
7. Be responsible for the selection and direction of at least two major works each year (cantatas, musicals, etc).
8. Oversee musical accompanists.
9. Plan special worship services as assigned by the Senior Pastor.
10. Accountable for set-up and check sound system for 8:30 and 11:00 am Sunday morning worship services. Ensure that sound system is operational and staffed by qualified persons at the traditional worship services.
11. Shall provide music, when requested by Senior Pastor for weddings and funerals.
12. Shall develop annual budget by September 1 every year in consultation with Worship Committee and any other groups as may be needed.
13. Oversee expenditures of funds budgeted for traditional music and worship arts use.

- 14. Maintain all musical instruments owned by the church, in conjunction with the Minister of Assimilation and Planning.
- 15. Ensure that all choir/worship robes be cleaned on at least an annual basis.
- 16. Supports the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
- 17. Research, attend and participate in worship opportunities to expand and improve Traditional Worship Service. (e.g. seminars, worship services, etc.)
- 18. Any and all other duties assigned by the Senior Pastor.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

JOB PERFORMANCE CRITERIA

- A. **EDUCATION/EXPERIENCE:** Has a related degree, or comparable experience in music ministry.
- B. **MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS:** This position is a half time (20 hours per week) position. Flexible hours are required to meet rehearsal, routine and special services. Must be able to meet established deadlines.
- C. **SERVICE RELATIONSHIPS:**
 - 1. Have the ability to work with people of all ages.
 - 2. Ability to work in a team oriented staff environment.
- D. **ACCOUNTABILITY:**

Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.

 - 1. Be able to envision, coordinate, organize and administer programs.
 - 2. Be a responsible person.
 - 3. Be a self starter - a motivated person.
 - 4. Have or gain an understanding about United Methodist Church.
- E. **STAFF RESOURCE PERSON:** Shall serve as the Staff Resource person to:
 - 1. Worship Team.
 - 2. Minister of Assimilation and Worship Planning
 - 3. Acolytes
 - 4. Ushers
 - 5. Communion Stewards
 - 6. Audio/Video Tape Ministry
- F. **SUPERVISORY RESPONSIBILITY:** Children's Choir Director

APPROVALS:

_____ Date

Senior Pastor

**YEARLY REVIEW
DATE AND INITIALS:**

Date	Initials
_____	_____
_____	_____
_____	_____
_____	_____