

## Hubbard United Methodist Church DIRECTOR OF MUSIC DESCRIPTION (4/2021)

Position: Director of Music

Hours: Part time/variable schedule

Reports to: Pastor

**MISSION:** The Music Ministry of the Hubbard UMC is based on the ministry of Jesus, and the understanding of the Wesleyan tradition of the joy and love of music. Hubbard UMC has historically supported and enjoyed a very strong music program, which is an important part of our ministry.

**Duty / Responsibility: Worship Planning / Coordination /Leadership - 50% Frequency: Weekly**

Tasks Involved:

Song Selection

- Coordinate music for worship services
- Schedule offertory music or other special music along with Pianist/Organist
- Meet with worship team and pastor to plan music schedule 2-3 months in advance

Musician Selection and Training

- Utilize choral techniques to build and renew members' voices. Provide continued opportunities for growth of choir, both in number and ability.
- Identify and utilize music talent within the congregation
- Recruit special musicians as need and/or opportunity present
- Scheduling accompanists on organ, piano or both

Worship Leadership

- Secure volunteers for leading special hymn sings and song leader(s) each week
- Direct the choir
- Direct small choral ensembles and other special events
- Coordinate music for special events - occasionally assists-families with funerals or other special occasions.

Develop and administer a music budget

- Purchase music as needed and report music used to our copyright license coverage provider, One License and/or CCLI.

## Spiritual Guidance

- Provide a listening ear as needed, working in concert with the pastor. Lead or secure volunteers for prayer.

## Coordination

\*The Music Director works under the direction of the pastor and meets monthly with the worship team for planning/evaluation of worship.

## Music Integration

### **Duty / Responsibility: Management - 20% Frequency: Weekly**

#### Tasks Involved:

Maintain Music Library

Worship Design – this includes being aware of the appearance and use of the front of the church

Music System Management – this includes working with the audio and AV personnel

### **Duty / Responsibility: Special Worship Oversight - 20% Frequency: As Needed**

#### Tasks Involved:

#### Event Administration

- Organize, utilize outside talent within the community or otherwise, and arrange special concerts/musical programs

## OTHER DUTIES AS NEEDED IN COLLABORATION WITH PASTOR

#### Qualifications:

- Music degree/Master's preferred.
- Experience in conducting choral music appropriate for worship.
- Familiarity with Methodist worship format preferred but not required.
- Healthy interpersonal skills necessary and a desire to nurture a sense of community
- Team player.
- A good sense of humor and a deep respect for all of God's people.
- Ability to coordinate with the Senior Pastor, accompanist, AV Director, and other staff as needed.
- Confident vocalist.

#### Interpersonal Skills:

- Ability to relate to other people, listen well, respond appropriately to feedback, and handle conflict with maturity.
- Engage people positively and look for the best in them.
- Maintain appropriate boundaries.

#### Development of Others:

- Show a willingness to guide others, develop others' musical gifts, and stretch people to grow in their skills and service.

#### Self-Management Skills:

- Demonstrate ability to work independently, accomplish tasks on time, and be flexible when needed.
- Self-motivated.
- Aware of personality and leadership style in self and others.

#### Hiring Notes:

· This is a 12-month position (preferred) The choir grows significantly during the summer months. The Music Director is given four weeks of vacation and an additional four weekends off as needed.

· This is a salaried position with an annual current salary between \$9,500.00 and XXX depending on qualifications and experience.