First United Methodist Church San Diego – Job Description

Job Title: Director of Music Ministries/Organist

Reports to: Lead Pastor

Functional Guidance: Pastoral Team, First United Methodist Church San Diego Directors and Staff,

Cultural Events Committee

Hours: Full Time, Exempt

Job Summary:

The Director of Music Ministries coordinates the planning and implementation of a comprehensive music ministry for the Mission Valley congregation. This person aligns the music programs with the mission and vision of the Church. The Director of Music Ministries nurtures the spiritual life of the congregation and its members through the music ministry and guides the work of the music programs during the year. This position plans weekly for worship with the pastors and others who may be responsible for planning and leading worship.

Essential Functions:

- Oversee and coordinate all music activities for all Mission Valley traditional, Tapestry and special worship services and its online service to enrich liturgy with a variety of styles of sacred music and hymnody including music from various cultures and music of our time.
 - Select congregational hymns in coordination with preaching pastor and worship leader
 - Ensure all graphics, bulletins, and other resources for worship are provided for the congregation
 - o Provide organ and/or piano music for all traditional and special worship services.
 - o Identify and engage instrumentalists who may be incorporated into worship.
 - Develop occasional church-wide inter-generational opportunities for the church's various ensembles and musicians, collaborating with the Director of Choral Activities and the Director of Children's Music.
- Accompany all regularly scheduled and special event rehearsals of the Chancel Choir, *Jubilee Singers*, Masterwork Chorale and Summer Choir.
 - o Lead sectional rehearsals as requested by the Director of Choral Activities.
 - o Provide or coordinate organ support for special choral programs, such as an Advent and either Lenten or post-Easter concerts.
 - o Rehearse with and accompany the vocal and instrumental soloists as needed.
 - Accompany Chamber Choir rehearsals when requested by the Director of Choral Activities.
 - o Direct rehearsals in the absence of the Director of Choral Activities
 - o Direct the Handbell Choir (Sunday 10:15-10:50am)
- Provide music for Weddings and for Funerals/Memorial Services, with the right of first refusal and for additional remuneration.
- Arrange for substitute organist during approved absences.

- Provide supervision and yearly performance evaluations to the Music Staff: Director of Choral Activities, Director of Children's Choir, and Administrative Assistant for Music Ministry.
- Oversee the maintenance of the organs and pianos.
- Prepare and monitor the annual music budget and restricted music funds.
- Create fundraising opportunities for music ministries in collaboration with the Director of Stewardship and Development.
- Serve as a non-voting advisory member of the Cultural Events Committee (CEC).
 - o Assist in planning the Annual Music Series.
 - o Support the CEC Chair with the logistics for the Music Series.
- Serve on the Worship Planning team, led by the Lead Pastor, to outline all worship services, including the use of Scripture, music, and special services.
- Keep the congregation informed about the goals and activities of the music programs and the resources available to assist the congregation in meeting these goals.
- Oversee the hiring of appropriate musicians for the vision of the music program.
- Attend regularly scheduled Directors' meetings, staff meetings and other meetings to represent music ministries.

Minimum Qualifications:

- Bachelor's degree or higher in a relevant field and/or Associate or Fellowship of AGO or equivalent
- Experience in worship direction and music leadership, and experience as a church Organist/Choirmaster.
- Experience in supervising staff.
- Demonstrated ability to work in an environment that values diversity and inclusion.
- Strong understanding of Christian discipleship to advance the vision and mission of First Church

Knowledge, Skills, Abilities and Other Characteristics:

- Ability and willingness to use a broad range of musical styles as desired by the pastoral team for different liturgies in the life of First Church.
- A passion for engaging congregations through music.
- Ability to provide a supportive and encouraging environment for musical ministries to thrive and grow.
- Ability to work with volunteers and committees.
- Interest in a wide range of musical experiences.
- Competencies in MS Suite: Microsoft Word, Excel, PowerPoint, and Outlook
- Willingness to learn and utilize REALM database for membership and pathways.

Roles and Relationships:

 Ability to interact with and engage people with a wide range of cultural backgrounds, training, and experience.

- Provide the Lead Pastor with feedback on overall successes and obstacles in meeting goals and objectives.
- Functions in compliance with Safe Sanctuaries Policy of First United Methodist Church San Diego.

Salary and Benefits:

- Range \$70,000 \$83,000 with additional opportunities for remuneration for Cultural Event Concerts, Weddings, and Memorials Services.
- Medical insurance (75% paid by employer)
- Dental and vision (paid by employee)
- 403(b) with a 3% employer contribution
- 15 days paid vacation each year
- 12 paid holidays
- Sick time in accordance with California law

Approvals:	
Employee	Date
Supervisor	 Date

JOB ANNOUNCEMENT DIRECTOR OF MUSIC MINISTRIES/PRINCIPAL ORGANIST

The First United Methodist Church San Diego, a large, vital and progressive congregation in one of America's most desirable cities, announces the opening for a Director of Music Ministries and Principal Organist. The position is full-time with a generous benefits package and encompasses a wide range of administrative and musical responsibilities.

Working in close coordination with the Director of Choral Activities and the pastoral team, the Director of Music Ministries and Principal Organist has direct involvement in and oversight of a program that includes several weekly services, multiple choirs and an extensive and widely respected music and arts series. The church's two pipe organs, both built by L.W. Blackinton and Associates, are at the beating heart of the church's music program and are prominent fixtures on the Southern California cultural scene.

All interested applicants can obtain a full job description and the list of application materials at www.fumcsd.org/resources/employment-opportunities. For full consideration, the deadline for application materials is August 1, 2024. The application period will remain open until the position is filled.

The annual salary range is \$70,000 - \$83,000 with opportunities for additional remuneration.

MESSAGE TO CANDIDATES:

Dear Candidate:

Many thanks for your interest in the Director of Music Ministries and Principal Organist position at The First United Methodist Church San Diego.

Please find attached the job description for this position, and we encourage you to explore further our website at fumcsd.org.

For full consideration, application materials are due by August 1, 2024, and we request that you submit the following material:

- 1. Cover letter not to exceed two pages, highlighting your interest in the position
- 2. A biography as in what you might place in a concert program
- 3. A resume/curriculum vitae
- 4. An organ recital program from the last five years
- 5. Three letters of reference -- one from a clergy member, one from a current or former teacher and one from a musical colleague
- 6. Four recordings, all made without any singers involved, but with full choirs and congregations in mind:
 - a) A recording of the last three pages of one of the following anthems, followed by a short, improvised interlude, leading into the hymn "Praise God from Whom All Blessings Flow," to the tune *Old Hundredth* (either short-or long-note version)
 - a. "Ding dong merrily on high," arr. Mack Wilberg
 - b. "Greater love," John Ireland
 - c. "Draw us in the spirit's tether," arr. Harold Friedell
 - d. "Dazzling as the sun," Gwyneth Walker

b) A recording of three stanzas (first, last and one of the middle ones) of two of the following hymns (One from Category A and one from Category B from the UMC hymnal), including a short, improvised introduction, and a short interlude before the final stanza. Be judiciously creative, and refrain from altering the harmonies until the final stanza. Copies of the hymns are included with this document.

Category A

"God of Grace and God of Glory" (#577)
"When In our Music God is Glorified" (#68)
"Love Divine, All Loves Excelling" (#384)
"God is Here" (#660)

"Were You There?"(#288) "Be Thou My Vision"(#451) "Hymn of Promise" (#707)

Category B

c) A recording on the piano (or any other accompaniment instrument, such as guitar) of a piece of popular, folk or world music -- secular or sacred -- of your own choosing. Part of this position's responsibilities include coordinating and performing the music for the non-traditional service called "Tapestry," and we are eager to see how you might function in this arena.

All materials are due by August 1, 2024, and submitted via email to careers@fumcsd.org. Following a review of applications, two rounds of interviews and auditions will take place: A semi-final round of 6-8 candidates via Zoom, and a final round of 2-3 candidates in person.

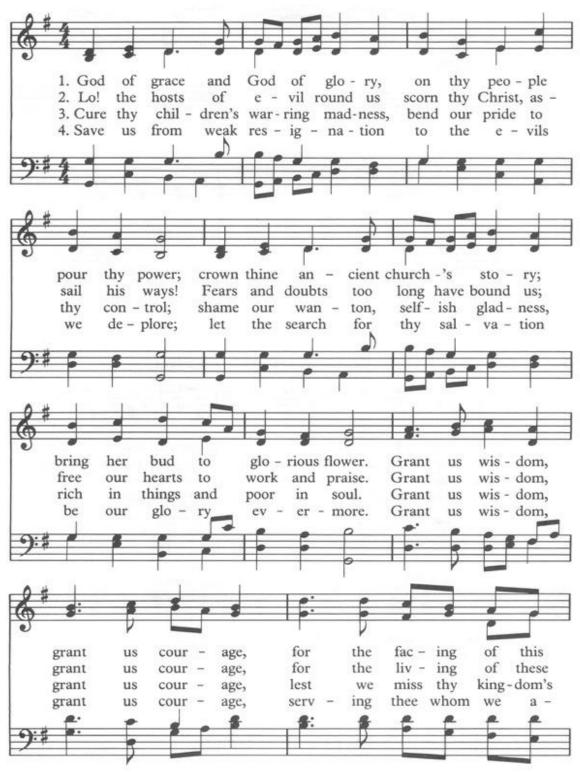
For further information, please contact Linda Hawk, Controller/Business Manager, at lhawk@fumcsd.org and/or Bruce Neswick, Consultant to the Search Committee, at bneswick@gmail.com.

Thank you for your interest,

-

Rev. Trudy D. Robinson Lead Pastor First United Methodist Church San Diego

577 God of Grace and God of Glory



WORDS: Harry Emerson Fosdick, 1930

MUSIC: John Hughes, 1907
Words by permission of Elinor Fosdick Downs





WORDS: Gerald H. Kennedy, ca. 1939 MUSIC: Joachim Neander, 1680 UNSER HERRSCHER

When in Our Music God Is Glorified



WORDS: Fred Pratt Green, 1971 (Mk. 14:26) MUSIC: Charles Villiers Stanford, 1904

Words © 1972 Hope Publishing Co.

ENGELBERG 10 10 10 with Alleluias

Alt. tune: SINE NOMINE

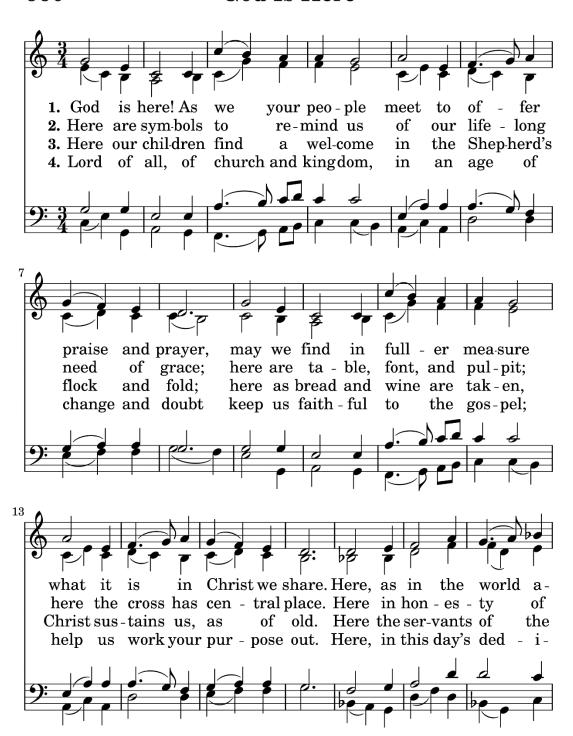
384 Love Divine, All Loves Excelling



WORDS: Charles Wesley, 1747 MUSIC: John Zundel, 1870 BEECHER 87.87 D



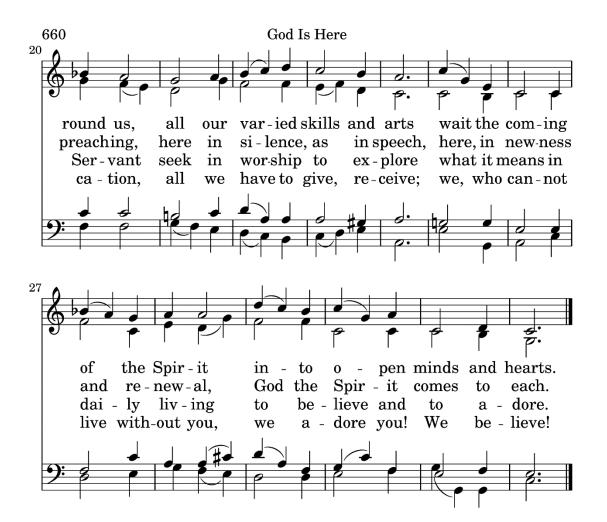
WORDS: Charles Wesley, 1740 (Eph. 2:8-10) MUSIC: Foundery Collection, 1742 SAVANNAH 77.77



United Methodist Hymnal 660

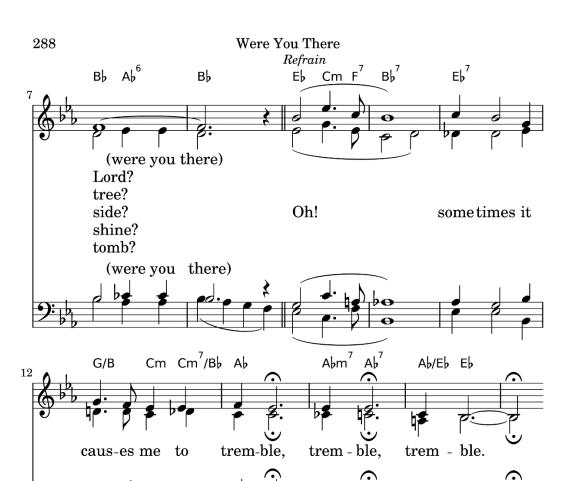
WORDS: Fred Pratt Green, 1978; © 1979 Hope Publishing Company, Carol Stream, IL 60188. All rights reserved. Used by Permission.

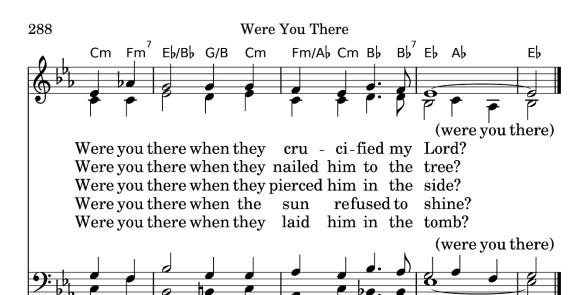
MUSIC (ABBOT'S LEIGH 87.87 D): Cyril V. Taylor, 1941; © 1942, renewed 1970 Hope Publishing Company, Carol Stream, IL 60188. All rights reserved. Used by Permission.



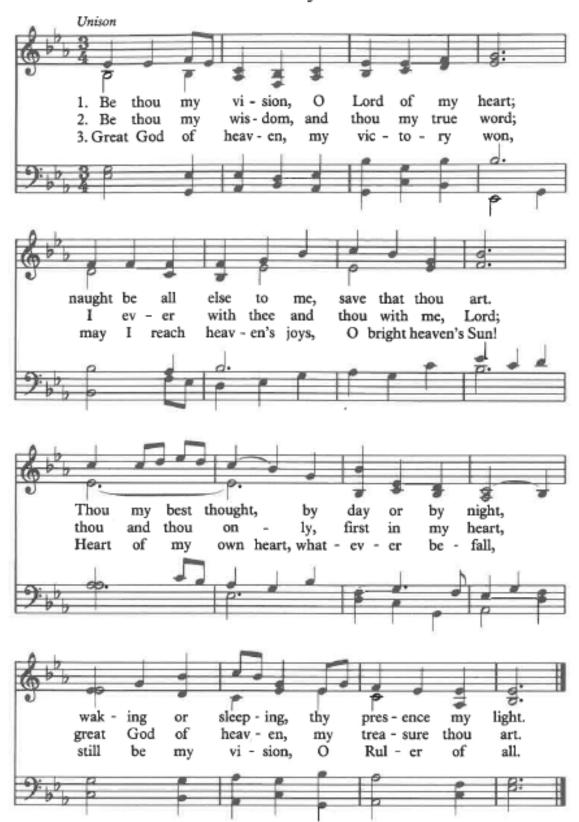
Were You There







Be Thou My Vision



WORDS: Ancient Irish; trans. by Mary E. Byrne, 1905; versed by Eleanor H. Hull, 1912, alt. MUSIC: Trad. Irish melody; harm. by Carlton R. Young, 1963

SLANE 10 10.9 10

707

Hymn of Promise



DEATH AND ETERNAL LIFE, see further:

524 Beams of Heaven

304 Easter People, Raise Your Voices

655 Fix Me, Jesus

© 1986 Hope Publishing Co.

127 Guide Me, O Thou Great Jehovah

311 Now the Green Blade Riseth

504 The Old Rugged Cross

292 What Wondrous Love Is This