

## Woodridge United Methodist Church

**Position:** Director of Music

**Reports to:** Pastor and Staff Parish Relations Committee

**Status:** Part-time, salary

**Hours:** Approximately 15 hours/week, including  
Sundays 9AM to 11:30AM, plus rehearsal and planning time



## DIRECTOR OF MUSIC - JOB DESCRIPTION

Our church enjoys music that enhances the congregation's worship experience. This may include anthems, contemporary, gospel, jazz, and popular music. We are looking for a passionate individual who can help lead us and achieve variety and quality in our Music Ministry. The Director of Music at Woodridge United Methodist Church (WUMC) must be a passionate, interactive, self-driven, reliable individual who can work well with others.

### PURPOSE

The position of Director of Music is to provide leadership, direction, and supervision of WUMC's entire music program.

### QUALIFICATIONS

- Experience playing organ and piano in worship.
- Excellent sight-reading capabilities on organ and piano.
- Confidence performing a wide variety of styles and periods at the organ and piano.
- A Bachelor's Degree in Music that includes college-level organ instruction is preferred.

### RESPONSIBILITIES

- Responsible for the total music program of the church in cooperation with the pastor(s) and the Worship Committee.
- Responsible for all music played during one worship service on Sunday including prelude, hymns, special music, and postlude.
- Leading and directing the choir and Handbell Choir from September to May, including the scheduling of rehearsals.

- Coordinating opportunities for and/or leading special music throughout the year and presentation of special music.
- Meeting with the Worship Committee on a regular basis for scheduling of upcoming worship services and special music opportunities.
- Coordinating and providing leadership for additional worship services, including during the Lenten season (such as Ash Wednesday and Holy Week) and the Advent Season (including Christmas Eve). Additional services are possible, but shall be coordinated as appropriate, such as Thanksgiving worship service.
- Providing leadership and direction for other music-related groups as they are formed. This may include directing, teaching, encouraging, and performing with the other music related groups such as Children's Choir.
- Supervision of all musicians and/or directors of other music-related groups.
- Preparation of a budget on an annual basis to be submitted to the Worship Committee.
- Authorizing all music-related expenditures which shall include (but not limited to) printed materials, licensing, instruments, etc. Expenditures shall be confined to the budget outlined for a given year.

## **VACATION/ABSENCE**

After six months of employment, two (2) Sundays per calendar year will be granted as paid vacation leave. Any other absences will be unpaid. All absences should be scheduled in advance with the pastor and Worship Committee.

## **REPORTING**

The Director of Music is under the direct supervision of the lead pastor of the church and the Staff Parish Relations Committee.

## **MEMBER OF**

The Director of Music is considered a full member of the church's staff and a member of the Worship Committee of the church.

## **APPLICATION**

To apply for this position, please submit a cover letter, resume, references, and examples of your work to [patti@patticashmarketing.com](mailto:patti@patticashmarketing.com).