

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
 - Provide organ and/or piano music for all traditional and special worship services.
 - 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.
 - Lead sectional rehearsals as requested by *the Director of Choral Activities*.
 - Provide or coordinate organ support for special choral programs, such as an Advent and either Lenten or post-Easter concerts.
 - Rehearse with and accompany the vocal and instrumental soloists as needed.
 - Accompany Chamber Choir rehearsals when requested by the Director of Choral Activities.
 - Direct rehearsals in the absence of the Director of Choral Activities
 - 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.

JUNE 5, 2024

- 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).
 - Assist in planning the Annual Music Series.
 - 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.

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- 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

Category B

“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)

- 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,

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

577 God of Grace and God of Glory

1. God of grace and God of glo - ry, on thy peo - ple
 2. Lo! the hosts of e - vil round us scorn thy Christ, as -
 3. Cure thy chil - dren's war - ring mad - ness, bend our pride to
 4. Save us from weak res - ig - na - tion to the e - vils

pour thy power; crown thine an - cient church - 's sto - ry;
 sail his ways! Fears and doubts too long have bound us;
 thy con - trol; shame our wan - ton, self - ish glad - ness,
 we de - plore; let the search for thy sal - va - tion

bring her bud to glo - rious flower. Grant us wis - dom,
 free our hearts to work and praise. Grant us wis - dom,
 rich in things and poor in soul. Grant us wis - dom,
 be our glo - ry ev - er - more. Grant us wis - dom,

grant us cour - age, for the fac - ing of this
 grant us cour - age, for the liv - ing of these
 grant us cour - age, lest we miss thy king - dom's
 grant us cour - age, serv - ing thee whom we a -

WORDS: Harry Emerson Fosdick, 1930
 MUSIC: John Hughes, 1907

CWM RHONDDA
 87.87.87

Words by permission of Elinor Fosdick Downs

hour, (of this hour) for the fac - ing of this hour.
 days, (of these days) for the liv - ing of these days.
 goal, (king-dom's goal) lest we miss thy king - dom's goal.
 dore, (we a - dore) serv - ing thee whom we a - dore.

God of Love and God of Power 578

1. God of love and God of power, grant us in this burn - ing hour
 2. We are not the first to be ban - ished by our fears from thee;
 3. All our lives be - long to thee, thou our fi - nal loy - al - ty;
 4. God of love and God of power, make us wor - thy of this hour;

grace to ask these gifts of thee, dar - ing hearts and spir - its free.
 give us cour - age, let us hear heav - en's trum - pets ring - ing clear.
 slaves are we when - e'er we share that de - vo - tion an - y - where.
 of - fer - ing lives if it's thy will, keep - ing free our spir - its still.

God of love and God of power, thou hast called us for this hour.

68 When in Our Music God Is Glorified

Unison

1. When in our mu - sic God is glo - ri - fied,
 2. How of - ten, mak - ing mu - sic, we have found
 3. So has the church in lit - ur - gy and song,
 4. And did not Je - sus sing a psalm that night
 5. Let ev - ery in - stru - ment be tuned for praise!

and ad - o - ra - tion leaves no room for pride,
 a new di - men - sion in the world of sound,
 in faith and love, through cen - tu - ries of wrong,
 when ut - most e - vil strove a - gainst the light?
 Let all re - joice who have a voice to raise!

it is as though the whole cre - a - tion cried
 as wor - ship moved us to a more pro - found
 borne wit - ness to the truth in ev - ery tongue,
 Then let us sing, for whom he won the fight:
 And may God give us faith to sing al - ways

Al - le - lu - ia! Al - le - lu - ia!

WORDS: Fred Pratt Green, 1971 (Mk. 14:26)
 MUSIC: Charles Villiers Stanford, 1904
 Words © 1972 Hope Publishing Co.

ENGLBERG
 10 10 10 with Alleluias
 Alt. tune: SINE NOMINE

384 Love Divine, All Loves Excelling

1. Love di - vine, all loves ex - cell - ing, joy of heaven, to
 2. Breathe, O breathe thy lov - ing Spir - it in - to ev - ery
 3. Come, Al - might - y to de - liv - er, let us all thy
 4. Fin - ish, then, thy new cre - a - tion; pure and spot - less

earth come down; fix in us thy hum - ble dwell - ing;
 trou - bled breast! Let us all in thee in - her - it;
 life re - ceive; sud - den - ly re - turn and nev - er,
 let us be. Let us see thy great sal - va - tion

all thy faith - ful mer - cies crown! Je - sus, thou art
 let us find that sec - ond rest. Take a - way our
 nev - er - more thy tem - ples leave. Thee we would be
 per - fect - ly re - stored in thee; changed from glo - ry

all com - pas - sion, pure, un - bound - ed love thou art; vis - it
 bent to sin - ning; Al - pha and O - me - ga be; end of
 al - ways bless - ing, serve thee as thy hosts a - bove, pray and
 in - to glo - ry, till in heaven we take our place, till we

WORDS: Charles Wesley, 1747
 MUSIC: John Zundel, 1870

BEECHER
 87.87 D

Alt. tune: HYFRYDOL

us with thy sal - va - tion; en - ter ev - ery trem - bling heart.
 faith, as its be - gin - ning, set our hearts at lib - er - ty.
 praise thee with - out ceas - ing, glo - ry in thy per - fect love.
 cast our crowns be - fore thee, lost in won - der, love, and praise.

Let Us Plead for Faith Alone

385

1. Let us plead for faith a - lone, faith which
 2. Ac - tive faith that lives with - in, con - quers
 3. Let us for this faith con - tend, sure sal -
 4. On - ly let us per - se - vere till we

by our works is shown; God it is who
 hell and death and sin, hal - lows whom it
 va - tion is the end; heaven al - read - y
 see our Lord ap - pear, nev - er from the

jus - ti - fies, on - ly faith the grace ap - plies.
 first made whole, forms the Sav - ior in the soul.
 is be - gun, ev - er - last - ing life is won.
 Rock re - move, saved by faith which works by love.

God Is Here

1. God is here! As we your peo - ple meet to of - fer
 2. Here are sym - bols to re - mind us of our life - long
 3. Here our children find a wel - come in the Shep - herd's
 4. Lord of all, of church and king - dom, in an age of

7

praise and prayer, may we find in full - er mea - sure
 need of grace; here are ta - ble, font, and pul - pit;
 flock and fold; here as bread and wine are tak - en,
 change and doubt keep us faith - ful to the gos - pel;

13

what it is in Christ we share. Here, as in the world a -
 here the cross has cen - tral place. Here in hon - es - ty of
 Christ sus - tains us, as of old. Here the ser - vants of the
 help us work your pur - pose out. Here, in this day's ded - i -

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.

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20

round us, all our var-ied skills and arts wait the com-ing
 preaching, here in si-lence, as in speech, here, in new-ness
 Ser-vant seek in wor-ship to ex-plore what it means in
 ca-tion, all we have to give, re-ceive; we, who can-not

27

of the Spir-it in-to o-pen minds and hearts.
 and re-new-al, God the Spir-it comes to each.
 dai-ly liv-ing to be-lieve and to a-dore.
 live with-out you, we a-dore you! We be-lieve!

United Methodist Hymnal 660

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Were You There

Chords: Eb Cm Fm Bb⁷

1. Were you there when they cru - ci - fied my
 2. Were you there when they nailed him to the
 3. Were you there when they pierced him in the
 4. Were you there when the sun re - fused to
 5. Were you there when they laid him in the

3

Chords: Eb Ab Eb Eb Bb⁷/F Eb Ab Eb

(were you there)
 Lord? Were you there when they cru - ci - fied my
 tree? Were you there when they nailed him to the
 side? Were you there when they pierced him in the
 shine? Were you there when the sun refused to
 tomb? Were you there when they laid him in the
 (were you there)

Were You There

Refrain

7

B \flat A \flat ⁶ B \flat E \flat Cm F⁷ B \flat ⁷ E \flat ⁷

(were you there)
 Lord?
 tree?
 side? Oh! sometimes it
 shine?
 tomb?

(were you there)

12

G/B Cm Cm⁷/B \flat A \flat A \flat m⁷ A \flat ⁷ A \flat /E \flat E \flat

caus-es me to trem-ble, trem-ble, trem-ble.

Were You There

Cm Fm⁷ Eb/B^b G/B Cm Fm/A^b Cm B^b B^{b7} Eb A^b Eb

(were you there)

Were you there when they cru - ci - fied my Lord?
 Were you there when they nailed him to the tree?
 Were you there when they pierced him in the side?
 Were you there when the sun refused to shine?
 Were you there when they laid him in the tomb?

(were you there)

United Methodist Hymnal 288

WORDS: Afro-American spiritual

MUSIC (WERE YOU THERE, Irr.): Afro-American spiritual; adapt. and arr. by William Farley Smith, 1986; adapt. and arr. © 1989 The United Methodist Publishing House

Be Thou My Vision

451

Unison

1. Be thou my vi - sion, O Lord of my heart;
 2. Be thou my wis - dom, and thou my true word;
 3. Great God of heav - en, my vic - to - ry won,

naught be all else to me, save that thou art.
 I ev - er with thee and thou with me, Lord;
 may I reach heav - en's joys, O bright heaven's Sun!

Thou my best thought, by day or by night,
 thou and thou on - ly, first in my heart,
 Heart of my own heart, what - ev - er be - fall,

wak - ing or sleep - ing, thy pres - ence my light.
 great God of heav - en, my trea - sure thou art.
 still be my vi - sion, O Rul - er of all.

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

Unison

1. In the bulb there is a flow-er; in the seed, an ap-ple tree;
 2. There's a song in ev-ery si-lence, seek-ing word and mel-o - dy;
 3. In our end is our be - gin-ning; in our time, in-fin - i - ty;

in co-coons, a hid-den prom-ise: but-ter - flies will soon be free!
 there's a dawn in ev-ery dark-ness, bring-ing hope to you and me.
 in our doubt there is be - liev - ing; in our life, e - ter - ni - ty.

In the cold and snow of win-ter there's a spring that waits to be,
 From the past will come the fu-ture; what it holds, a mys-ter - y,
 In our death, a res-ur - rec-tion; at the last, a vic-to - ry,

un - re - vealed un - til its sea - son, some - thing God a - lone can see.

WORDS: Natalie Sleeth, 1986
 MUSIC: Natalie Sleeth, 1986

PROMISE
 87.87 D

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DEATH AND ETERNAL LIFE, *see further:*

524 Beams of Heaven
 304 Easter People, Raise Your Voices
 655 Fix Me, Jesus
 127 Guide Me, O Thou Great Jehovah

311 Now the Green Blade Riseth
 504 The Old Rugged Cross
 292 What Wondrous Love Is This