

Director Of Traditional Music Job Description

We want to be flexible in offering this position. This is a part-time position, and we will work with you in adjusting this job description as needed and setting the hours. However, from experience with the job, we believe that it requires no less than 25 hours.

Spiritual and Personal Qualifications

1. Lives in a vital, personal relationship with Jesus Christ as Savior and Lord.
2. Accepts the Bible as the inspired Word of God – our final authority for faith. (What we believe and live how we live).
3. Accepts, practices, and will promote the doctrinal standards, and sacraments of the United Methodist Church.
4. Will be committed to ministry and minister with a servant's attitude.
5. Has the ability to relate well and work with people of all ages and backgrounds.
6. Is willing to exercise leadership within a multiple-staff industry in a cooperative manner.
7. Must be a self-disciplined, self-motivated, hard-working individual who is willing to put in the time and give the effort to accomplish ministry with excellence.
8. Possess experience, training, and expertise in the field of music and worship.
9. Sets a good example of personal spiritual, and family life.

Areas of Responsibility

1. Shall direct the music at both weekly traditional worship services with leading the Chancel Choir as the primary responsibility. Will also oversee and coordinate with the accompanist.
2. Shall work with the pastors in providing music of high quality at two services per week.
3. Shall work with pastors in assuming responsibility for preparation and performance of traditional music.
4. Shall coordinate the participation in worship of all choirs.
5. Shall submit budget requests for the Chancel choir to the Finance Committee through the Worship Committee and oversee expenditures throughout the year.
6. Oversee the purchase of new music and coordinate the music database.
7. Coordinate with the pastors for weekly planning and design of services as related to musical matters.
8. Remains alert to the need for additional choirs, ensembles et to enrich the music ministry of St James.
9. Ensure choir robes are maintained and cleaned as required.
10. Reports to the pastors and Staff Pastor Relations Committee (SPRC)

Qualifications

1. Professional experience conducting a choir.
2. Bachelor's degree or minor in Music preferred.
3. Good verbal, written, and collaborative communication skills.

Expectations

1. Abide by the current United Methodist Church Book of Discipline and the policies of St James United Methodist Church
2. Assist in promoting an environment that is welcoming to all members and guests.
3. Communicate with staff members and volunteers.
4. Utilize organizational and planning skills.
5. Remain current with the latest music trends, striving to continually enrich the music ministry of St James
6. Sign a letter of agreement between the Staff Pastor Relations Committee (SPRC)