

DIRECTOR OF MUSIC JOB DESCRIPTION

Montville United Methodist Church (MUMC)
29 Whitehall Road,
Towaco, NJ 07082
(973) 334-1603



TO APPLY: Email your resume to Pastor Donald at pastordonaldk44@gmail.com

POSITION: Director of Music

STATUS: Part-time, Salaried, 4-7 hours per week

ANNUAL SALARY: \$9100 (\$175 per week) with four weeks paid time off

POSITION SUMMARY

The Music Director is the primary vision-caster for the Music Ministry of the church. He/She is also the pianist/organist, praise team leader and choir director as needed.

PURPOSE: To provide music through piano/organ, and other instruments as desired, to support the order of service and to provide a variety of musical styles to the glory of God. He/She will work with the Pastor and Worship Committee to provide meaningful musical worship experiences for the congregation.

RESPONSIBLE TO:

The Staff Parish Relations Committee (SPRC) and the Pastor

DESCRIPTION OF DUTIES

General

- Provide all required music for one worship service each Sunday.
- Provide music for up to five additional special services as needed (e.g. Ash Wednesday, Good Friday, Christmas Eve, Easter Sunrise).
- Provide accompaniment for all choir and band rehearsals as needed.
- Arrange for maintenance of or repairs to organ or piano and other musical instruments as needed.
- Responsible for the purchase of necessary music and music supplies, staying within the church budget.
- Provide music for weddings or funerals, with the right of first refusal. Fees will be paid directly by the families involved to the organist/pianist.
- Regularly attend scheduled meetings of the Worship Committee and provide guidance about the music to support the planned messages of the service.
- Tracking and submitting information as needed for CCLI Licensing purposes.

Choir/Praise Team Leadership (In addition to general duties):

- Direct and encourage the growth and development of musical groups such as choirs and ensembles.

COMPENSATION

- Annual Salary of \$9100 (\$175 per week), with salary being paid monthly.
- Social Security and other payments as required by law.
- Four weeks paid time off with full salary with approval of dates through Pastor.
- Prolonged or extended sick time will be reviewed by SPRC with input by Pastor.
- Participation in educational opportunities to inspire and reinforce skills or add new ones is encouraged.

COVERAGE DURING PAID TIME OFF

- Coverage for paid time off is the responsibility of the Music Director.
- Review of equipment, music closet and anything else needed with the substitute is the responsibility of the Music Director. A designated person will open the closet and set up the audio system and microphones.
- Communicate with the church treasurer one week prior to vacation to ensure the substitute is compensated.

QUALIFICATIONS

- Excellent piano and accompanying skills.
 - Organ playing and other instrumental skills are welcome.
- Excellent music direction and at least minimal singing capability.
- Work cooperatively with others (adults, youth, children and other staff).

TERMS OF EMPLOYMENT:

- Director should give notice of resignation at least 60 days in advance.
- SPRC Representative(s) can terminate employment with or without cause with 30 days notice.
- Director will, at all times, reflect the true spirit and image of the church.