

JOHN WESLEY UNITED METHODIST CHURCH

HAGERSTOWN, MARYLAND

JOB DESCRIPTION DIRECTOR OF MUSIC /ORGANIST

The music ministry of John Wesley United Methodist Church seeks to glorify God through music in our worship services and in our community. As scripture declares, we believe that music in the context of worship is to be thoughtful, excellent, and always God-centered and God-honoring. We believe that all music activities in our church should have the ultimate purpose of bringing Glory to God as we sing the glory in praise, prayer and proclamation.'

QUALIFICATIONS: Bachelor's Degree in Music preferred; or commensurate experience directing and performing in a church setting. (Five year's experience as a director or assistant director of a church music program.)

ACCOUNTABILITY: Shall report to the Senior Pastor and shall be accountable to the Staff-Parish Relations Committee.

REQUIREMENTS: This part-time position requires excellent verbal and interpersonal skills for effective communications with individuals and groups servicing in various church roles. Must be able to perform independently and exercise sound judgment and discretion. Must exhibit the highest level of integrity and professionalism. Must be a team player, able to work and coordinate with other staff members in regards to scheduling, music selections, etc.

RESPONSIBILITIES INCLUDE (but are not limited to):

- Select music and play the organ at Sunday worship services and other special worship events. Work closely with the pastor to ensure that the anthem corresponds to the liturgy and message. Suggestions for hymns may be made, but in all cases the Senior Pastor has the final say in all matters related to worship service.
- Conduct, rehearse, accompany and/or administer all present and future choirs in the church. The music program at John Wesley currently consists of the following choirs:
 - o Chancel Choir. Usually meets weekly and sings an acclamation, an introit and occasionally an anthem.
 - o The Handbell Choir, using four octaves of Schulmerich handbells and three octaves of choir chimes, rings in worship as arranged.
 - o The director will be responsible for special music and while the chancel choir is on summer vacation, organizing a "summer choir".
- Recruit singers and ringers for the choirs.
- Arrange for, the maintenance, tuning and repair of all pianos, organ and other church musical instruments, and cleaning of the robes, etc. John Wesley currently has an annual contract

with Lawless/Hitchcock Organ Company for the organ. Money for maintenance, tuning and repairs comes from the Trustees budget. Large repairs are submitted to the Trustees for review.

- Encouraged to involve guest instrumentalists and/or vocalists occasionally to provide special worship music.
- Should plan for at least 2 concerts for the church members and the community during the year. All arrangements and advertising for concerts need to be handled by the director.
- Supervise the church music library and select new music according to budget resources.
- Plan and administer the Church Music budget and make budget recommendations.
- Plan and help coordinate special services and music events during the year to include, but not be limited to the following...
 - A Maundy Thursday evening service and or a Good Friday service.
 - Christmas Eve
 - Ash Wednesday
 - Music for a community Lenten service with area United Methodist congregations
 - Responsible for the music portion of the evening Wednesday Night Alive programs, approx 30 minutes of accompaniment.
- Communicate with the community, to advertise any upcoming music events, and to have our choirs participate in community events as applicable.
- The organist has the right of first refusal for all wedding and funeral services held at the church. The remuneration will be according to the wedding and funeral policies of John Wesley UMC.
- Attend requested meetings, including but not limited to staff meetings.
- In the event that the Director of Music will be unavailable for any given Sunday or special service (e.g. wedding or funeral), it will be his/her responsibility to arrange for a substitute director/organist or arrange for use of the recording capabilities of the organ.
- The organist has the privilege of using church facilities and equipment, without charge, to teach a maximum of ten students per week.

*** All staff must pass a background check prior to hire and adhere to Safe Sanctuary Policy ***