

# Fort Walton Beach First United Methodist Church Job Description For Director of Music and Worship

<b>Job Title:</b>	Director of Music and Worship
<b>Reports To:</b>	Senior Pastor/ SPR Committee
<b>FLSA Status:</b>	Part-time/Non-Exempt (20 hours)
<b>Approved By:</b>	SPR Committee
<b>Date Approved/Revised:</b>	

## Purpose

- The Director of Music and Worship is responsible for overseeing the total music ministry for the church. The music program should portray Christ in the singing and playing of songs, hymns, and spiritual songs to allow for passionate worship. The Director of Music and Worship is directly responsible to the Senior Pastor or designee of the Senior Pastor and the SPR Committee. Continuing education is encouraged and may be required as deemed necessary. We are willing to work with your schedule if you have other employment during the day.

## Duties and Responsibilities

- Supervise all paid and volunteer members of the music staff, providing feedback to the Senior Pastor and Staff Parish Relations Committee on job performance and music related duties.
- Select and provide suitable music for the services of FUMC, coordinating music selections with the minister to select pieces that are compatible with the type of service, sermon topic, and season of the church year.
- Conduct the chancel choir, including evening practices as necessary to provide meaningful, worshipful music which complements the Traditional worship service (currently 10:00am may move back to 8:30am).
- Recruit, assemble, organize, direct, or support directors of other choir groups such as (but not limited to) the Handbell Choir and Children's Choir and include their participation in worship services.
- Utilize and develop the varied musical skills and abilities of the congregation into worship services through active recruitment to increase participation in the music program.
- Represent the music staff at various church staff meetings, Church Council meetings, and Worship Committee meetings.
- Spend adequate time each week in planning and preparation for Sunday morning, additional worship services, and rehearsals and provide necessary information for publishing in the bulletin for services.
- Be present and lead worship music at regularly scheduled services unless suitable arrangements are made beforehand.
- Communicate needs and concerns related to the music program to the Worship Committee, Staff Parish Relations, and Pastor as appropriate.
- Prepare and oversee the budget of the music department, keeping the Senior Pastor and proper committee (Staff Parish Relations Committee, Finance Committee, Administrative Board) informed of the financial status and salary needs of the music department.
- Provide proper custody, maintenance, repair, and/or tuning of property of the music program, including (but not limited to) music equipment, the sanctuary organ, choral robes, and music.
- Maintain control of church facility keys and ensuring facilities are secured following scheduled practice sessions and special music programs at church.
- Perform other related duties as required by the minister to carry out the music program of the church.
- Other duties as assigned