

CHURCH STAFF POSITION DESCRIPTION

Faith United Methodist Church 15101 S. 80th Ave. Orland Park, IL

POSITION TITLE: Director of Music Ministry

QUALIFICATIONS:

The Director of Music Ministry will have excellent musical ability (vocally/keyboards), sincere Christian faith, and the ability to enhance the worship ministries of Faith UMC. S/he will have excellent communication and management skills and the ability to recruit and train volunteers to help lead worship.

EXPECTATIONS/RESPONSIBILITIES:

1. Direct music for contemporary worship services. These services include (but are not restricted to) Sunday service(s), Saturday service(s), Easter service(s) and Christmas Eve service(s).
2. Serve as accompanist for the Chancel Choir. Work with Choir Director to offer instrumental support for traditional service.
3. Vision/develop/implement new musical expressions at Faith
4. Coordinate monthly selection of songs based on weekly themes provided by pastor(s).
5. Coordinate monthly scheduling of singer/musicians (paid & volunteer) through Planning Center Online Services, CCLI, Praise Charts.
6. Establish and implement plan for recruiting and developing volunteer base.
7. Manage budget for utilizing paid volunteers while developing and recruiting volunteer base, with goal of a volunteer-led service
8. Manage budget for purchasing new music and managing music according to copyright laws
9. Coordinate with AV team and office staff for space reservations (eg. rehearsals) and other administrative needs.
10. Work with the Worship Committee to evaluate and plan ongoing development of the contemporary worship service(s).
11. Arrange for replacement in the event of absence or vacation.
12. Serve as accompanist for funeral service, when necessary.
13. Attend trainings/seminars for continuing education.
14. Familiarity with United Methodist theology and/or willingness to learn

EXPECTED HOURS:

Approximately **20 -24 hours** each week throughout the year and as needed for special weekday services. (*review # hours in 6 months*)

This position will receive 2 Sundays for vacation with pay each calendar year. (additional Sunday added after 10th year)

Annual Salary 24,000-28,000 based on experience

CONTACT:

Sandy Ward

Administrator Faith United Methodist Church of Orland Park

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