

**Church of the Apostles United Church of Christ
Director of Music Ministries -- JOB DESCRIPTION**

Job Title: Director of Music Ministries (DMM)

Date Job Description Created or last revised: Created 10/26/05, revised 7/2019

Position reports to: Sr. Pastor

Accountable to: Sr. Pastor, Executive Committee which serves as Staff & Personnel Committee and Worship Commission

Qualifications, Education, Experience

- a) Commitment to music as an integral part of the expression of worship
- b) Degree in music or proven equivalent experience
- c) Demonstrate an ability to accompany choirs on piano and organ
- d) Demonstrate knowledge, skill and experience in choral direction
- e) Experience working in a church environment as either a lay leader or in a staff position
- f) An understanding of the Reformed tradition, UCC history and polity, and/or openness to learn and support this faith tradition
- g) Willingness to become familiar with and adhere to the church's Constitution and Bylaws, all church policies and procedures, including, but not limited to, 200 Series Employee Policies
- h) Criminal background and Child Abuse clearances

1) General Roles & Responsibilities

- a) The DMM shall be the primary person responsible to develop, coordinate and implement the total church music ministry for all ages, acknowledging the spiritual values and purpose of music, in support of the Worship Commission obtaining its goals for music ministry at Church of the Apostles United Church of Christ.
- b) Directing and accompanying as needed.
- c) Supervise and coordinate the activities of all music staff; ensuring their job descriptions are current and that they receive annual evaluations and performance feedback in accordance with Church Policies and Staff Procedures
- d) Cultivate and administer the Apostles Academy of Arts & Sciences.

2) Specific Roles & Responsibilities

a) **Programmatic**

Support the Music needs of the Christian Education learning ministries including Sunday School and Vacation Bible School utilizing the music staff

b) **Functional**

i) **Worship Services**

- (1) Participate in hymn and special music selection for worship services with pastoral and musical staff.
- (2) Attend all weekly worship planning meetings, worship design team meetings, and Worship Commission meetings. Attend Council meetings on an as needed basis.
- (3) Choose and purchase suitable music and supplies with the budget guidelines and church purchasing procedures with input from the Music Team Personnel and volunteer music leaders.
- (4) Recruit and schedule all soloists/small ensembles for the worship services.
- (5) Participate and/or assist with music rehearsals for choirs and soloists.
- (6) Provide music for weddings and funerals. If unavailable, provide a qualified substitute.
- (7) Develop and submit all budgets for the music ministry to the Worship Commission for their consideration and approval. Report no less than annually to the Worship

- Commission on the status of all checking/savings accounts, including all music endowments.
- (8) Oversee the weekly filing and licensing of all church music in the music library and maintain computerized music catalogue.
- (9) Assume primary responsibility for scheduling maintenance and tuning of all music equipment belonging to Church of Apostles including, but not limited to, pianos and organ.
- (10) Be responsible for arranging for the maintenance, repair and cleaning of the choir robes.

ii) Apostles Academy of Arts and Sciences

- (1) Work with Academy board and instructors to implement their goals.
- (2) Recruit faculty for Academy.
- (3) Maintain teaching and recital schedules on church calendar.
- (4) Maintain records of scholarships for Academy
- (5) Oversee financial aspects of the Academy.
- (6) Communicate with faculty of the Academy and share news of the Academy in the Crown and the Bulletin.
- (7) Promote within the Community at Large.

c) Administrative

- i) Coordinate rehearsals of various choirs on Sunday mornings.
- ii) Conduct music staff meetings.
- iii) Ensure music staff have what they need for their choirs: music, accompanists, instrumentalists.
- iv) Maintain contact information of all participants in the music program.

d) Leadership/Leadership Development

- i) Continue personal and professional development, keeping up with new ideas and music materials
- ii) Encourage all members of the music staff to be aware of current trends and new ideas in church music by attending continuing education workshops and graduate courses in music and related fields.
- iii) Actively recruit church members' resources by emphasizing time, talent and treasure as they relate to music.

e) Communication

- i) Provide weekly input to and review of the Sunday bulletin to ensure accuracy.
- ii) Develop a worship service schedule with music staff for all choirs.
- iii) Communicate with and support Choir officers.
- iv) Submit articles pertaining to music events for publication in the Crown and bulletin.
- v) Establish and maintain office hour schedule for staff calendar.
- vi) Communicate with public through social media outlets via the Communications Coordinator.

f) Annual Goals and Evaluation

- i) Annual goals shall be established jointly with Senior Pastor and Worship Commission Chair.
- ii) Prepare annual Music Ministry report.
- iii) Annual evaluation will be performed and documented in accordance with current policies.

3) Interfaces with (in alphabetical order):

- a) Board of Apostles Academy of Arts and Sciences
- b) Choir Directors
- c) Council
- d) Director of Communications and Administration
- e) Ministry Planning Committee
- f) Pastoral Staff

- g) Preschool Director (pertaining to musical opportunities geared toward children).
- h) Technology Specialist
- i) Worship Commission
- j) Worship Design Team

4) Long Range Plan Accountabilities and Performance Expectations

- a) Participate in long-range planning, as designated.
- b) Assure that long-range plans include music as central to our worship and spiritual expressions.
- c) Evaluate music staff annually and provide appropriate feedback throughout the year.

5) Required Core Competencies

- a) Technical competencies
 - i) Skilled in planning worship, which requires knowledge of hymnody, scripture, and congregation.
 - ii) Skilled in worship participation including directing and accompanying: accompanying hymns and anthems; playing standard organ, piano and keyboard literature
 - iii) Computer literate, including familiarity with MS Word, Outlook, Sibelius and Church Musician, and openness to be trained on ACS
- b) Behavioral competencies
 - i) Committed to spiritual growth and development of self and music staff.
 - ii) Capable of and committed to meeting leadership criteria and expectations as defined by our personnel policies.
 - iii) Self motivated
 - iv) Skilled in leadership, organization, administration, delegation and planning
 - v) Demonstrate positive attitudes for music ministry and the church at large
 - vi) Share enthusiasm with music staff and volunteers, Worship Commission, musical participants, parents and children

Approvals/Date

Rev. 1 dated July 2019 Approved/Recommended to Executive Committee by:

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Bernice Fickes – Worship Commission Chair - date

Rev. Kathryn Kuhn – Sr. Pastor - date

Approved by Executive Committee:

Christa Conrad – Council President -- date

I hereby understand and accept the position as outlined above:

Director of Music Ministries/Organist

Date

Originally Drafted by Cindy Kahler 10/26/05

Rev. 1 - Revised 07/19 by Sub-committee of Executive (Christa Conrad, Donna Carr, Barbara Achtermann, Bernie Fickes, Johanna Baker, Holly Kleimo)