

Geneva First United Methodist Church

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Director of Music/Organist Position

The First United Church in Geneva is hiring a Director of Music/Organist to begin in January 2025. The duties are described below. If a qualified candidate is not found by that date, we will hire a substitute, and details about that position also appear below.

The church celebrated its centennial at its current location at the top of Seneca Street in 2014. The landmark four-sided clock tower and the church's magnificent stained glass windows were refurbished during that time. The choir averages about 10 members and sings at the 10:30 a.m. Sunday service. A well-maintained Moeller pipe organ, a keyboard and a piano are in the sanctuary.

The congregation, which averages about 60 members in person and online each Sunday, greatly appreciates the church's music ministry and considers it an essential part of the worship service. Candidates do not need to belong to our denomination, but familiarity with Christian music and a traditional Protestant worship service is preferred. Having experience with contemporary worship and praise bands will be considered a plus. Interested candidates should send their qualifications to genevanyfumc@gmail.com and tmaurer374@gmail.com.

Music Director/Organist

Position: Director of Music, First United Methodist Church, Geneva, NY

- Salary: Approximately \$14,000 ~ \$15,000
(Negotiable, commensurate with experience).
- Hours: Approximately 10 hours per week
- Vacation: May be gone up to four Sundays per year.
- Performance review annually; position reports to the pastor.

Responsibilities:

Choir Director

- Chooses and prepares music weekly for the adult choir (anthem, sung benediction, choral amen, etc.).
- The adult choir sings September-June. During the summer months arranges for singing or instrumental music in lieu of participation by the choir.

- Reviews weekly hymns (chosen by pastor) and teaches any that are unfamiliar to the adult choir. Coordinates with the pastor weekly on appropriate music that is in accord with the church liturgy.
- Attends rehearsal once weekly and service once weekly to lead the choir.
- Keeps an eye on the music budget- orders all music, contracts with outside musicians as needed for special services, maintains subscriptions as applicable.
- Chooses and prepares extra choral music for additional services (Christmas Eve, Easter, Good Friday, Maundy Thursday, Ash Wednesday, etc.)
- If able, chooses and prepares music with children's choir, youth choir, hand chime choir. These groups may be used at select times during the year and are in the early stages of formation. There is also interest in the formation of a future praise band.
- Responsible for securing a sub in case of absence. Payment will be made by the church for a maximum of four Sunday replacements
- Promptly respond to requests regarding your availability to play at weddings, funerals and other occasions. You will negotiate and collect payment as you deem appropriate.

Organist:

- Chooses and prepares prelude and postlude each week for service.
- Attends weekly choir rehearsals and weekly service.
- Practices and plays all service music each week.
- Responsible for securing a sub in case of absence
- Keeps up with organ maintenance by informing appropriate church staff of issues with any of the keyboard instruments and contacts Parsons if necessary for organ malfunctions.

Substitute Organist/Choir Director

If the church is unable to hire a full-time director of music, it will consider hiring a substitute musician to handle one or two of the responsibilities inherent in the position: organist/pianist, choir director with practices (schedule to be determined) and leading the choir in the 10:30 AM Sunday service. Each of these positions will be paid commensurate with experience. We welcome inquiries to genevanyfumc@gmail.com and tmaurer374@gmail.com.