



University United Methodist Church

Feeding God's People: Body, Mind, and Spirit

Job Description: Director of Music Exempt; Flat-Rate

Department: Music

Reports to: Senior Pastor

Approved by: Staff Parish-Pastor
Relations Committee

Revised: September 2025

Faith Community

Our mission is *Feeding God's People: Body, Mind, and Spirit*. We live this mission through vibrant blended and live-streamed worship, a dynamic music ministry, and a dedicated Seeking Justice Team. Our ministries extend beyond Sunday mornings, offering food distribution, clothing distribution, free Sunday breakfasts, and a thrift store. We nurture faith through Christian education of all ages, including a young adult connections group, and events that foster spiritual growth and fellowship.

As an active presence in the city, we participate in community events and partner with local organizations to serve and advocate for our neighbors. We are a diverse urban congregation, welcoming people of all ages, nationalities, ethnicities, abilities, and sexual identities—no matter who they are, whom they love, or where they are on their spiritual journey. While our congregation includes college students, we are eager to expand our outreach to more students and families. In recent years, we have been blessed with increasing numbers of Spanish-speaking members and African immigrants, further enriching the fabric of our community.

Music Ministry Vision

Our Music Ministry exists to *Feed God's People: Body, Mind, and Spirit* through worship that is vibrant, inclusive, and deeply rooted in our theological identity as a welcoming, justice-seeking congregation. We believe music is more than sound—it is story, theology, emotion, and connection.



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We strive to offer music that:

- Reflects our diverse and inclusive community—honoring a wide range of styles, traditions, and instruments, from organ and piano to handbells, drums, and guitar, and using language and expressions that affirm the dignity of all people.
- Enhances worship—not as performance, but as prayer, praise, and proclamation that draws all present closer to God, using inclusive language and imagery for the Divine.
- Invites participation—through a growing choir, guest musicians, soloists, and congregational singing that bridges generations, cultures, languages, and identities.
- Embodies quality and care—offering our best in every note, whether in familiar hymns, contemporary songs, or music for special seasons such as Advent, Lent, and Holy Week, with attention to language that welcomes and affirms all.

We envision a music ministry where every voice and instrument finds its place in harmony—where those who lead and those who listen are drawn together in God's presence, leaving worship with hearts stirred, spirits lifted, and lives inspired to serve.

Essential Duties and Responsibilities

1. Worship Leadership

- Lead the Chancel Choir and coordinate with other ensembles (i.e., African Gospel Choir) in Sunday morning worship (9:30 a.m. Warmup and 10:30 a.m. Start), plus special services on Ash Wednesday, Good Friday, and Christmas Eve.
- Coordinate and support the song leader in leading congregational singing in all services.
- Arrange and direct music for worship, incorporating diverse styles that reflect the congregation's theological and cultural diversity.
- Coordinate participation in worship by all church music groups, individuals, and guest performers.

2. Preparation & Rehearsal

- Plan and lead weekly rehearsals (currently Thursday at 7:30 p.m.) for the Chancel Choir.



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- Prepare rehearsal spaces, including seating arrangements, music distribution, and teaching aids.
- Provide each choir member with a music folder, designated storage slot, and vestment.

3. Music Selection & Planning

- Select anthems and special music—primarily from the church music library—ensuring a variety of styles appropriate for the scripture lesson.
- Communicate choir music titles to the Senior Pastor for inclusion in the Sunday bulletin at least two weeks in advance.
- Meet periodically with the Lead Pastor, Musician (organist/pianist) and Worship Team to plan music for worship services.
- Meet with the Musician (organist/pianist) before the summer season to plan music utilizing vocal and instrumental resources.

4. Administration & Resource Management

- Maintain the church's music library and ensure proper organization of all scores and materials.
- Maintain an inventory of the church's musical equipment (e.g., handbells, keyboard instruments, music stands, chairs, risers, robes, stoles) with designated storage locations.
- Collaborate with Trustees to maintain major instruments, arranging for twice-yearly piano tunings for the sanctuary and other pianos.

5. Program Development

- Develop the music ministry in collaboration with the Senior Pastor and Spirit Chair.
- Explore and implement new ensembles (e.g., children's choir, African Gospel Choir, instrumental groups) based on congregational interest and gifts.

6. Volunteer & Personnel Management

- Recruit and support volunteer musicians and leaders.



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- Supervise paid soloists/section leaders, making employment recommendations to the Staff-Parish Relations Committee as needed.
- Maintain attendance records for paid musicians and forward time sheets for payroll processing.
- Prepare and submit annual music program budget recommendations to the Finance Committee.

Supervisory Duties

Provide leadership and coordination for volunteer choir members and direct supervision for paid musicians. Work in partnership with the Musician (organist/pianist) and Senior Pastor to plan and deliver high-quality worship music.

Education and Training

Required

The ideal candidate will have familiarity with traditional church music in both classical and contemporary styles, as well as experience or academic training in directing vocal and instrumental ensembles. They should demonstrate the ability to collaborate effectively with other staff and volunteers in a team-oriented ministry environment, using inclusive language that affirms the dignity of all people and reflects the breadth of imagery for God. The candidate must also be able to successfully pass a federal background check.

Desirable

The successful candidate will be familiar with a wide range of church music styles—including classical, contemporary, folk, rock, and gospel—in both vocal and instrumental forms. Proficiency at the keyboard is essential, including the ability to sight-read fluently in all keys.

Compensation

September 1 through May 31, a flat rate of \$14,280.



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Application Process

Please email your resume and letter of interest to **Pastor Aaron Carlson at pastor@uumcsyracuse.org** by **Wednesday, September 17, 2025**. The expected start date for this position is Thursday, October 23, 2025.

Equal Employment Opportunity Statement

University United Methodist Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on qualifications, merit, and the needs of the church, without regard to race, color, national origin, ethnicity, gender, gender identity or expression, sexual orientation, age, marital status, disability, genetic information, or any other status protected by applicable federal, state, or local laws.