**Director of Music Position**

**Fairview United Methodist Church**

**Main Goal:** The Director of Music will enhance the worship experience of the Fairview UMC congregation through integration of choral and instrumental music in the worship of the church. The director will help musicians learn and perform traditional (SATB, SAB, etc.) choral anthems, instrumental music (hand bells, chimes, Orff instruments, etc.), and other special music, lead the congregation in singing, and promote a life of faith and discipleship.

**Duties and Responsibilities include, but may not be limited to, the following:**

1. Select appropriate music for choirs to perform throughout the year (September – first Sunday in June). Music shall be selected within a timeframe that allows the choirs to learn and polish selections.

- Music selections should follow the preaching and worship theme of the day whenever possible.

- Meet as needed with the Pastor, the Church Musician, the Worship Committee or the Staff.

1. When practical, develop new opportunities to integrate music into the life of the church, perhaps through occasional concerts, formation of short-term groups (children, jazz, gospel ensembles, etc.), or hymn-sings, etc.
2. Encourage volunteer musicians by creating a positive environment, utilizing good communication skills, and encouraging growth in musical ability through teaching skills and best practices.
3. Rehearse weekly with groups, direct at Sunday morning worship service, and other special services (Christmas Eve, Ash Wednesday, Maundy Thursday, etc.), and assist with leading the congregation as needed.
4. Consult with the Church Musician to ensure a positive working environment and encourage a high level of performance through adequate practice and continuing education opportunities.

* Communicate with the Church Musician, sharing upcoming anthems with them in a timely fashion to allow for adequate rehearsal time
* Collaborate with the Church Musician on hymn tempo, style, etc. and other music for worship services as needed
* See that maintenance and repair requests from the Church Musician are scheduled, consulting with the Treasurer

1. Maintain the music library and other resources.

* Add anthems as needed – consult with the Treasurer to budget for purchases
* Track when anthems have been sung
* File music
* Identify potential anthems for various seasons/occasions
* Consult with Treasurer before purchasing other music resources, instruments, or the hiring of musicians outside of the church staff
* Arrange for the care and assignment of robes, gloves, folders, etc.

**Expectations of the Director of Music**

1. Degree in music preferred; experience in directing choirs, bell choirs, and instrumentalists is advantageous.
2. Demonstrates leadership, musical, conducting, and teaching skills, especially when working with volunteers.
3. Is familiar with choral music, and has a working knowledge of church music, or is willing to learn what is appropriate for the setting; consulting with the Pastor as needed.
4. Encourages diversity and creativity by using and teaching various genres of worship music.
5. Generates enthusiasm for performance as an act of worship.
6. Exhibits professional demeanor and respect, and encourages other musicians to do so as well.
7. Spends adequate time in preparation for rehearsals and performances, so that the choirs and ensembles develop confidence in the director’s abilities.
8. Adheres to Safe Sanctuary and other policies of the congregation.
9. The Church Musician reports directly to the Director of Music.
10. The Director of Music reports directly to the Pastor.

**Work Schedule:**

* Thursday evening rehearsals, Sunday morning worship, other rehearsals and occasional performances as scheduled. Additional group rehearsals may be negotiated from time to time (bell choirs, children ensembles, etc.). The music year begins in September and concludes with Music Sunday on the first Sunday of June. Some planning and preparation time may need to be scheduled in the summer.
* At least quarterly planning meetings with the Pastor.
* Adequate preparation and maintenance time as needed.

**Compensation:**

This position is part-time for nine months per year (September – May).

Compensation to be negotiated based upon applicant’s skills and experience, as well as the assignments of directing. Candidates will be covered by workers’ compensation and social security.