

Coralville United Methodist Church

POSITION DESCRIPTION

Title: Music Director
Ministry Purpose: To encourage and provide ways for the congregation to experience God through music.
Reports to: Pastor
Position Summary: Oversees all aspects of CUMC music program. Directs the adult choir and choruses, leads hymns, solos, may direct children's choir and handbell choir (depending upon interest of the candidate and skill set).

Responsibilities:

1. Forms, develops and directs the following music ministries:
Celebration Choir: This adult choir (which may on occasion include older youth) meets weekly during the months of September through May. The choir provides special music in the worship service(s), and sometimes offers special presentations at Christmas and Easter. The choir may be divided into smaller choral groups to increase safety and to work with changing numbers of participants as we return from the pandemic shutdown.
Alleluia Children's Choir and Handbell Choir: Direction of these choirs may be incorporated depending on interest and skill set of the candidate.
2. Convenes the music ministry team to plan music for worship services, with attention to scripture/theme, season, and possibility for incorporating members and guests. Includes the pastor as appropriate.
3. Encourages congregational involvement in CUMC's music programs and helps those participating to further develop their gift of music.
4. Invites, equips and arranges for members or guests to lead choir rehearsals and choir musical offering, or to provide contemporary music, during worship as needed.
5. Organizes and maintains CUMC's library of church music.

Universal Responsibilities (System Governed): Cares for facility as appropriate; maintains appropriate hours; promotes alignment with CUMC leadership goals; encourages healthy patterns of communication; attends occasional staff meetings; abides by CUMC Behavioral Covenant.

Expectations: The Music Director is an 8 hour/week, 52 week/year position. PTO is offered as arranged with the pastor, music staff and congregation volunteers.

Qualifications:

Music: Broad knowledge of sacred and classical music; proficiency in musical arrangement, sight reading and choir direction; excellent musical ear and dedication to quality; familiar with United Methodist hymns and hymnals. Appreciation of all styles of music in worship, and ability to integrate them into a blended service. Willingness to solo and to lead hymns. Soloing will be particularly important until congregational singing is resumed post pandemic shutdown.

Communication: Able to listen well and communicate directly; comfortable and able to communicate well within a diverse population.

Flexibility: Able to transition with program changes, both planned and occasionally mid-stream during the service. Able to make transitions that help align worship services and CUMC goals.

Hospitality: Ability to provide a positive, enthusiastic and welcoming presence to the music groups and congregation at large.

Administration: Strong organizational skill; attention to detail.