



Changing the world through Christ, by caring for all people

ST. MARK'S UNITED METHODIST CHURCH
COORDINATOR OF MUSIC MINISTRIES

Accountable to: Lead Pastor/Staff-Parish Relations Committee

Contract Term: Twelve months/15 hours per week

Description: To work closely with the lead pastor to integrate all aspects of the St. Mark's music ministry into worship; work closely with the music staff to identify, develop and implement music to enrich, inspire and complement all services at St. Mark's; develop programs and music ministries that attract the community to the St. Mark's campus; and facilitate the congregation's growth in faith in Christ through music ministries.

Purpose: To serve the church as a team member supporting the Mission Statement and Identified Priorities of St. Mark's:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems that are supporting and nurturing our ministry, and to relinquish those systems that no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Primary Duties and Responsibilities:

1. With the lead pastor, create an overall vision for the future of St. Mark's music ministries
2. Provide oversight, accountability, coordination and leadership for the entire St. Mark's music ministry
3. Work with the lead pastor and music ministries staff to coordinate music for all services, insuring that the music program complements the message for each service/sermon
4. Coordinate scheduling of music ministries programs and staff, including scheduling of vacations/absences and ensuring that substitute musicians are secured
5. Build on St. Mark's active music ministry that serves and involves the congregation of St. Mark's and actively seeks to draw guests and visitors to the campus

6. Initiate and coordinate special music events such as concerts, music on the west patio, summer concerts and holiday events
7. Represent the music ministries on the Worship Committee, working with its members to identify and incorporate music
8. Coordinate and oversee special worship music in the summer
9. Manage the music ministries budget
10. Attend the worship services on a rotating basis
11. Attend regular Wednesday noon staff meetings, annual staff retreat, and Advent and Lenten planning meetings
12. Arrange for ushers and custodial services at special music events

Required Qualifications:

1. Minimum of bachelor's degree
2. Experience in participation and leadership of choir, band, or other music group
3. Ability to initiate and provide vision for a program
4. Experience in coordination and organization of programs
5. Experience in management of people
6. Understanding of working with volunteers and committees
7. Good written and oral communication skills
8. Appreciation for all types of worship
9. Sensitivity to what makes effective and engaging worship experiences

Compensation: Position is 15 hours per week and not eligible for benefits.

This job description may be combined with the Chancel Choir Director job description to become the **Music Ministry Director**, if the desired candidate is available.

ST. MARK'S UNITED METHODIST CHURCH

CHANCEL CHOIR DIRECTOR

Accountable To: Lead Pastor/Coordinator of Music Ministries

Contract Term: Nine months spanning from the third week of August to the third week of May

Description: To serve the church as a team member supporting the Mission Statement of St. Mark's by providing appropriate music during services of worship and other programs of the church. Music at St. Mark's is seen as an act of worship, and not as entertainment or performance. Therefore, music ministry at St. Mark's empowers people to identify and develop their musical gifts; nurtures the faith development of all (both musicians and congregation); and serves to glorify God through the use of those gifts in worship.

Purpose: To serve the church as a team member supporting the Mission Statement and Identified Priorities of St. Mark's:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems that are supporting and nurturing our ministry, and to relinquish those systems that no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Primary Duties and Responsibilities:

1. Oversee the musical growth and development of Chancel Choir by:
 - a. Conducting a weekly rehearsal (currently 7:30 – 9 p.m. on Wednesdays in the Sanctuary)
 - b. Rehearsing choir on Sunday mornings prior to worship services
 - c. Scheduling extra rehearsals as necessary for special music needs
 - d. Encouraging the development of choir members as soloists
 - e. Recruiting and training volunteers as members of Chancel Choir, encouraging them musically and spiritually.
2. Select and purchase music appropriate for worship and the ability level of the choir, within budgetary limits, using music from current library when possible
3. Provide Chancel Choir music for worship services several Sundays per month (currently these worship services are at 8:30 and 10 a.m.). Provide other special programs outside of the worship time as designated by the Lead Pastor.
4. Contract and rehearse instrumentalists for special events and services

5. Have music available for the accompanist at least one week before rehearsal of that music
6. Organize and maintain chancel music library, robes, folders, hymnals, the folder cart, and other equipment/materials related to Chancel Choir
7. Communicate regularly with the pastor(s), Coordinator of Music Ministries, and organist to plan weekly music and assist in the selection of hymns as needed – this requires knowledge of Christian theology and liturgy as well as sacred music
8. Meet quarterly during the contract period with the Music Committee.
9. Attend Advent and Lenten planning meetings
10. Consult with the Coordinator of Music Ministries and seek approval from the pastor for any request of money from the congregation – such requests might include a free will offering, concert tickets, or a choir tour
11. Interface with the administrative staff—providing music titles by bulletin deadline; coordinating use of facilities, the need for child care, and publicity well in advance; submitting check requests for outside musicians two weeks in advance; and requesting approval of music invoices and reimbursements promptly
12. Submit information as required for personnel reviews, annual report, and annual budget
13. Participate as part of the staff team, including attending a portion of the annual staff retreat when it falls during the contract period, in consultation with the Lead Pastor
14. Participate in a continuing education event yearly

Required Qualifications:

1. Minimum of bachelor's degree
2. Have background and education in music, with successful experience in conducting, including good rehearsal techniques
3. Possess skills in all areas of choral performance
4. Have knowledge of choral literature
5. Ability to efficiently select music appropriate to the skills of members of the Chancel Choir
6. Be people-focused and work well as a productive part of a team
7. Experience in participation and leadership of choir, band, and/or other musical group
8. Ability to initiate and provide vision for a program
9. Experience in coordination and organization of programs
10. Good written and oral communication skills
11. Sensitivity to what makes effective and engaging worship experiences
12. Knowledge of Christian theology

Preferred Qualifications:

Advanced degree in music

Compensation: Position is part time and not eligible for benefits.

This job description may be combined with the Coordinator of Music Ministries job description to become the **Music Ministry Director**, if the desired candidate is available.