

Job Description

Director of Music Ministries

First United Methodist Church: Oakhurst, NJ

Position Summary

To provide leadership in developing and implementing the music ministries of *The First United Methodist Church: Oakhurst* and to actively engage the congregation in worship through music.

Responsibilities of the Director of Music Ministries

- Coordinate music at all worship services. Work with the Pastor and Worship Committee in planning.
- Provide organ and piano accompaniment at all rehearsals and services, i.e. preludes, postludes, anthems, hymns, responses.
- Direct the Chancel Choir, Praise Team, and assist the Carillon Choir.
- Recruit and encourage musicians, both vocal and instrumental, within the congregation and promote the music program.
- Maintain weekly choir rehearsals and communicate weekly with choir members via text/e mail.
- Select and purchase music within budget
- Prepare and transcribe instrumentation and vocal arrangements, i.e. lead-sheets for Praise Team. Help plan special music for weekly services and special occasions.
- Catalog and organize all music resources, i.e. music room library.
- Oversee the care and upkeep of all instruments, i.e. organ, pianos, keyboards, bells.
- Provide the Pastor and Secretary bulletin information.
- Participate in monthly staff meetings.
- Be an active participant of the Worship Committee.

Qualifications

- A degree in Music Education, Music Performance, or equivalent experience
- Enthusiastic with good verbal and written communication skills
- Ability to actively engage the congregation during worship through music
- High level of proficiency as an organist, pianist and choir director/conductor
- Ability in a variety of worship styles, i.e. traditional/contemporary
- Special music skills: improvisation, create accompaniment with only chords (lead-sheet), improvise “fill-in” or “soft-vamp” music when called for. Ability to play a hymn sing.

Weekly Service

Sundays 9:30-10:30 a.m.

Rehearsals

Chancel Choir	Thursdays 6:30-7:30 p.m.	Sept.-June
Summer Choir Practice	Sunday 9:00 a.m.	Mid-June-August
Carillon Choir	Thursdays 7:30-8:30 p.m.	
Praise Team	Sundays 8:30 a.m.-9:15 a.m.	

Ensemble Service Schedule

The Chancel Choir sings an anthem at every service.

The Carillon Choir, directed by Barbara MacPherson, usually plays nine times a year.

The Praise Team leads the service the fourth Sunday of the month.

Special Services

Thanksgiving-Tuesday Eve

Advent

Vespers

Blue Christmas

Christmas Eve-Two Services

Ash Wednesday

Maundy Thursday

Good Friday

Celebration Sunday -June

Additional compensation for funerals and wedding Services

Resources used: Three hymnals-traditional and two contemporary (3000 hymns)

Summer program: No rehearsals. The chancel choir is a “pick up” choir and sings anthems from the past year

Salary Range

\$16,000.00 -\$23,000.00 based on qualifications and experience.

References will be requested.

Letters of interest and resumes may be emailed to sprcoakhurst@gmail.com