

**JOB DESCRIPTION**  
**MUSIC DIRECTOR/ORGANIST**  
**SAINT PAUL UNITED METHODIST CHURCH**

The position of Music Director/Organist is a part-time Ministry Team Member position. The Director will maintain an office, a choir rehearsal room, a location for handbells and a children's choir room at the church. The Music Director/Organist is responsible for the planning, directing, coordinating, and controlling of a wide variety of church music but not limited to the following:

**Music Director Specific Duties**

- 1) Plan and coordinate the overall music program for all worship and education programs with the Senior Minister and Worship Team. These duties include but are not limited to:
  - a) Prepare for all weekly music rehearsals (Chancel Choir, Handbells, soloists, ensembles, et. al)
  - b) Research, review, select and/or arrange appropriate music for worship services
  - c) Maintain the clerical work of cataloging and filing music, maintain integrity of choir robes with assistance of volunteers
  - d) Purchase appropriate recordings; attend various musical concerts and workshops to stay abreast of the latest in church/choral music for application of improved techniques
  - e) The Music Director should be acquainted with various styles of worship
  - f) The Music Director agrees to abide by copyright laws. Illegal photocopying of music is not permitted.
  
- 2) Conduct the weekly choir/musical rehearsal(s)
  - a) Direct all existing adult, youth and children's choral and handbell choirs.
  - b) Promote new program development opportunities in these and other musical areas. Encourage and select qualified volunteers to assist with choral and handbell choirs.
  - c) Prepare duties of volunteers and assistants and consult with individual choir members at appropriate times.
  - d) Arrange appropriate seating arrangement, music and teaching aids.
  
- 3) Presentation of Music - the church service(s)
  - a) Conduct pre-service choir rehearsal(s)
  - b) Play and direct the musical portions of the service
  - c) Insure proper care of all music and instruments.
  - d) Self-study, score preparation, a working knowledge of anthems, advance planning and calendarization of music are essential components of a healthy rehearsal plan.
  - e) The Music Director hires additional musicians as needed (Instrumentalists and soloists for special services and cantatas).

## **Organist Specific Duties**

- 1) Plan and coordinate the overall music program for all worship and education programs with the Senior Minister and Church Staff.
- 2) Provide appropriate music at all regular and special church services.
- 3) Provide music at all church funerals and weddings unless another musician is specifically requested. Guest musician must be approved by Saint Paul Music Director/Organist.
- 4) Prepare for the musical portion of all worship services including the following areas:
  - a) Review and select appropriate music for learning and determine organ registrations,
  - b) Select and purchase new organ compositions to meet special and changing needs of the services.
  - c) Supervise organ maintenance and maintain proficiency by regular practice on the organ and piano.

## **Miscellaneous Duties**

The Music Director/Organist additional duties are included but not limited to:

1. Represent Saint Paul UMC at district and conference events, participate in other professional musical organizations and network with other church related musicians.
2. Participate in all scheduled Team Meetings
3. Consult with the Music Committee on matters of program development, budget and other matters related to the area of music responsibility.
4. Control the usage of the sanctuary organ and other church instruments with internal and outside musicians. Prior approval and arrangements will be made with the Music Director/Organist with such restrictions as she shall deem necessary.
5. Arrange and coordinate regularly scheduled maintenance of all musical instruments of the church.
6. Maintain and administer the Music Fund in cooperation with the Music Committee.
7. Arrange and prepare for special musical programs and services.
8. Direct and work with instrumental soloists and groups.
9. Coordinate activities with other groups within the church.
10. Update skills and keep abreast of current trends in church music by attending and Participating in workshops and other continuing educational opportunities.

11. Arrange or coordinate the social activities of the choirs. Recruit new choir members. Maintain good rapport with choir members.

12. All other duties as may be directed by the Senior Minister, the Staff Parish Relations Committee and/or the Worship Team.

**Accountability**

The Music Director/Organist is responsible to the Staff Parish Relations Committee and works under the direction of the Senior Minister.

**Representation**

An Employee in this position is considered to be a representative of Saint Paul United Methodist Church. As such he/she has a specific duty to promote the Church and the Christian Doctrine at all times.

Reviewed and agreed to by:

\_\_\_\_\_  
*Chairperson Staff Parish Relations Committee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Senior Minister of St. Paul UMC*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Music Director/Organist*

\_\_\_\_\_  
*Date*

Revised 2/25/2021