

FOUNDRY UNITED METHODIST CHURCH  
POSITION DESCRIPTION  
DIRECTOR OF MUSIC/PIANIST/ORGANIST

MISSION:

- Direct and provide instrumental musical support for the music program of the church.

GENERAL EXPECTATIONS:

- He/she should be able to work with the Choir Director to provide suitable music direction and instrumental musical support of the church choir and music ensembles necessary to the advancement of God's gospel through music.

RESPONSIBILITIES:

- Provide appropriate music for the 11:00 a.m. Sunday worship services and all other special religious services as established in the church calendar by the worship committee with pastoral leadership.
- Prepare and play for all choir rehearsals.
- Select and play the prelude, postlude, offertory, and communion music.
- Select music for worship in collaboration with pastor.
- Select, with the assistance of the Choir Director, anthems, and cantatas.
- Present seasonal cantatas and other special musical events.
- Assist the Minister as needed in selecting hymns.
- Accompany the Adult Choir at weekly and other scheduled rehearsals.
- Hire instrumentalists for cantatas and anthems that require instrumentalists, including contracting, providing music, planning rehearsals, and arranging payment.
- Encourage the use of handbells.
- Advise Trustees on any required repair and/or maintenance of sanctuary musical instruments.
- Delegate any stated responsibilities when absence or temporary incapacity prevents the performance of assigned duties.
- Consult with the Choir Director when there are changes in scheduling.
- Should be available when possible for special services such as weddings and funerals.
- Attend one worship committee meeting each month or as scheduled.

DESIRED QUALIFICATIONS:

- Knowledge of and ability to plan liturgical music.
- Ability to play hymns, service music, and special music of moderate difficulty.
- Flexibility, sight-reading, and simple improvisatory abilities.
- Ability to work collaboratively with others.
- Possess good organization and communication skills.

STAFF RELATIONS:

- Works with the Choir Director and Pastor in all matters of performance, scheduling, and the overall music program. Accountable to the Staff-Parish Relations Committee in matters of financial arrangements, vacation, and other matters related to the position. Maintains liaison with the SPPRC through the designee for this position.

WORK SCHEDULE:

- Attend weekly Choir rehearsals and services as required. Attend special programs and events and related practices such as cantata rehearsals and others as arranged by the Church calendar.

UNPAID TIME OFF:

- Per the personnel policies of Foundry United Methodist Church, planned and scheduled in consultation with the Staff-Pastor-Parish Relations Committee.

SALARY:

- \$xxxx – paid monthly and set yearly through annual review and budget process.

UPDATED:

- May 2023