

## **Job Description: Director of Music Ministry**

### **Aldersgate Abilene**

### **Abilene, Texas**

#### **Summary**

The Director of Music Ministry at Aldersgate Abilene Methodist Church (AAMC) will oversee all aspects of music ministry related programs, including the Chancel Choir, Jubilee Handbell Choir and Children/Youth Choirs. This position has the flexibility for either part-time or full-time employment. Workdays will generally be Sun-Thurs.

#### **Minimum Qualifications**

- Bachelor's degree preferred with focus on music, education, or theology.
- Minimum 3 years experience leading a choir or music program.
- Administrative and budget management experience.
- Basic computer skills and experience with Apple products.
- Ability to play keyboard and other instrument knowledge.
- Strong communication skills.
- Ability to engage congregation during worship through music.
- Ability to listen to and communicate with people of all ages and musical backgrounds.
- Interest in a wide range of musical experiences.
- Ability to work with volunteers and committees.
- Skills for researching music issues and programs related to people in the congregation and community.
- Skills for researching issues involved in worship.
- Sensitivity to what makes worship effective.

#### **Primary Responsibilities**

- Plan, rehearse and execute all choral music and liturgical music, including vocal and instrumental offerings, for both traditional and modern service elements.
- Participate and contribute in worship service planning in order to create a thematically centered and well-coordinated service.
- Work with audio/visual technicians to establish best practices.

- Maintain and oversee all musical instruments and materials.
- Hire and manage instrumentalists and vocalists when approved by the Pastor/Church Administrator and submit hours for payroll.
- Recommend annual music ministry budget.
- Oversee the music ministry budget and adhere to financial accountability.
- Produce children and youth music programs.
- Integration of music classes bi-weekly into Academy curriculum of extra-curricular exposure for Academy students (3-5 years of age).
- Integration of music programs into hybrid church model (e.g., special music programs coordinated with Media/Production to be broadcasted, music spotlight and information shared to website, updates from behind the scenes of music ministry, etc.)
- Actively recruit new choir members.
- Actively recruit new instrumentalists.
- To promote the spiritual life of the congregation and its members through music ministry.

#### **Additional Responsibilities:**

- Support and coordinate with all staff for church events and activities.
- Prepare reports of music ministry to Church Council (or other Leadership Board)
- Serve as an ex-officio member of the worship committee.
- Book musical events on the calendar.
- Offer solo and ensemble performance opportunities integrated into worship services throughout the year, presented by all ages.
- Coordinate musicians as needed for weddings, funerals, and other celebrations at the church.
- Work with Pastor to create a Music Action Plan and be evaluated each year based on performance.
- Continued education both about music and the people in the congregation/community so that music can be planned appropriate to their needs.
- Keep the congregation informed about the music needs of people, the goals of the music program, and the resources available that will help the congregation reach these goals.
- Develop and support effective musical leadership in the church, along with the help of the Music Ministry laity team leader.
- Link with organizations, people, and resources in and beyond the congregation that are concerned about church music.
- Take part in and represent the concerns of music on the various boards of the local church and the charge conference.
- Familiarize with the overall goals the congregation has set for itself, how these goals influence its music programs, and how these goals may be extended.

## **Expectations for each Staff Member**

- Meet regularly with the Church Administrator.
- Participate in weekly staff meetings.
- Participate in the life of the church.
- Have the ability to maintain and keep confidences.
- Support the missions of the church.
- Model Christian behaviors.
- Act in a professional manner and follow the chain of command.
- Engage in congregant care.
- Support other staff members and foster a healthy work environment.
- Any and all other responsibilities as assigned.

The mission of Aldersgate Abilene Methodist Church (AAMC) is to raise up deeply devoted disciples of Jesus Christ. The Director of Music Ministry should showcase a variety of music styles (e.g., gospel, classical, rock, etc.) to reach the entire congregation. Beyond worship services, the Director of Music Ministry is expected to host music events at the church. They may also hold outreach events in the community and team up with other ministries of AAMC and other local churches for joint performances. The Director of Music Ministry will be responsible for overseeing the work of church instrumentalists/vocalists and music ministry volunteers, as well as any other staff that report directly to them. AAMC will allow for church facilities and instruments to be used for teaching private lessons during times that do not conflict with AAMC scheduled hours and events involving the Music Ministry. While AAMC will retain usage rights for any custom written pieces for worship services and AAMC related events, the Director will be permitted to sell or distribute their work as they deem fit.

## **Application Information**

Interested parties are invited to submit cover letters and resumes to the Search Committee: [apply@aldersgateabilene.org](mailto:apply@aldersgateabilene.org).