

JOB DESCRIPTION

DIRECTOR OF SANCTUARY MUSIC

First United Methodist Church
Dothan, Alabama

Date: May 6, 2021

Part-time hourly non-exempt position with up to 25 hours/week

Reports to: Senior Pastor

Main Function: The primary responsibility for The Director of Sanctuary Music is to make disciples of Jesus Christ for the transformation of the world. The Director will recruit, develop, equip, and lead all aspects of sanctuary music. The Director is expected to collaborate with the clergy and program staff in church-wide and community ministries throughout the year. As a committed follower of Jesus Christ and spiritual leader, the Director will lead people to glorify God and strengthen their faith through a variety of musical opportunities. The Director should use his/her spiritual gifts, education, and experiences to shepherd those involved in sanctuary music and lead in creative ways which encourages the church to grow beyond its existing ministries.

Principal Duties:

- Recruit, develop, equip, and lead all aspects of sanctuary music to include developing new musical groups, ministries, volunteers, & musical group leaders
- Responsible for leadership of ongoing music groups & ministries for sanctuary worship to include but not limited to Chancel Choir, ensembles, solos and bell choirs
- Collaborate with clergy about the present and future musical needs of sanctuary worship
- Responsible for special musical elements to enhance the Christian calendar like Advent and Lent
- Ensure a regular presence in worship of children, tween, & youth music ministries
- Active participation in ongoing & scheduled meetings
- Submit an annual budget request for sanctuary worship and music to the executive pastor
- Operate within the sanctuary music ministry budget/ministry plan
- Collaborate and provide regular communications with other FUMC program staff
- Ensure accurate record-keeping of attendance for all groups
- Supervise as well as communicate and coordinate with the organist and accompanists
- Maintain the music library as well as all musical instruments
- Continual professional growth and development as pertains to music ministry, leadership and spiritual development
- Be present in sanctuary worship and other ongoing opportunities in the life of the FUMC community of faith
- Be available to staff and church members by maintaining regular office hours and returning phone calls, texts, & emails
- Other opportunities that may be assigned by the Senior Pastor

Staff Expectations and Working Environment:

The Director of Sanctuary Music, along with all employees of First United Methodist Church, is expected to (1) behave in such a way to bring honor to Christ and church, (2) be supportive of UM theology, and (3) participate as a team player with the rest of the church staff.

Employee Signature: _____

Date: _____

Executive Pastor Signature: _____

Approved May 10, 2021
Date: _____