

**TRINITY UNITED METHODIST CHURCH
TALLAHASSEE, FLORIDA**

**DIRECTOR OF TRADITIONAL MUSIC
POSITION DESCRIPTION**

Position Title:	Director of Traditional Music
Functional Classification:	Professional Staff
Responsible to:	Senior Pastor
Full-time:	Full-time

Our Mission

Because of God's love for us through Jesus Christ, we exist to worship, grow, and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

Our Vision

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engaging as the heart, hands, and feet of Christ in the world.

The Director of Music Ministries is responsible for leading and developing a vibrant, Christ-centered music ministry that enhances the worship life of the church. This full-time position oversees all aspects of the traditional music program, including choir and instrumental ensembles for children, youth, and adults. The Director collaborates closely with clergy, staff, and volunteers to plan and execute worship services, special events, and community engagement opportunities that align with the church's mission and liturgical seasons.

Minimum Qualifications

- Bachelor's degree in Music (required); Master's degree preferred.
- Minimum of five years' successful experience in leading music ministries in a medium-to-large church.
- Strong choral conducting skills, with experience directing handbells and instrumental ensembles.
- Advanced training in voice and conducting (preferred).
- Proficiency in music software (e.g., Finale) and digital literacy.
- Knowledge of copyright licensing, music streaming rights, and reporting requirements.
- Proven leadership in volunteer recruitment and team management.

Responsibilities

- Plan, coordinate, and lead all music for weekly Traditional worship services in collaboration with clergy and staff.
- Select music for choirs, soloists, and ensembles that aligns with liturgical seasons and themes.
- Hire and coordinate instrumentalists for Christmas Eve, Easter, All Saints Sunday, and other services as requested by the Senior Pastor.
- Oversee the preparation of special events such as Music Ministry Sunday and NETkids Musical Sunday.
- Ensure co-leadership with the Contemporary Worship Music Leader for combined services including the Blessing of the Backpacks and the Family Nativity Service.
- Be available for weddings and funerals.
- Direct and conduct the following ensembles:
 - Chancel Choir
 - Youth Choir
 - NETkids Alpha & Omega Choirs
 - NETkids Instrumental Ensemble
 - Steel Pans Ensemble
 - Trinity Ringers
 - Heavenly Chimes
- Supervise and collaborate with leaders of the Cherub Choir and Jubilation Bells.
- Recruit, hire, and evaluate Chancel Choir Section Leaders.
- Collaborate with the organist and support additional instrumental groups such as the Trinity Orchestra.
- Participate in weekly staff meetings, Music Committee, and leadership planning sessions.
- Maintain regular office hours and open communication with clergy, staff, and volunteers.
- Oversee the maintenance of music libraries and databases.
- Ensure timely and accurate reporting of all copyright and streaming usage.
- Provide music-related content for bulletins, newsletters, and the church website.
- Work with the Finance Director to plan and manage the annual music ministry budget.
- Lead and support offsite performances, such as NETkids visits to retirement communities and handbell festivals.
- Foster partnerships with local universities and community music programs.
- Encourage congregational participation and spiritual growth through music.
- Engage in ongoing professional development through workshops, courses, and conferences.
- Maintain active membership in professional organizations such as:
 - American Guild of Organists (AGO)
 - Choristers Guild
 - Fellowship of United Methodists in Music and Worship Arts
- Carry out other responsibilities as assigned by the Senior Pastor.

Acknowledgment and Signature

I have read and understand the responsibilities, expectations, and requirements outlined in this job description. I understand that this document does not constitute a contract of employment and that Trinity United Methodist Church reserves the right to revise the job description at any time, in consultation with the employee.

Employee Name (Print):

Employee Signature:

Senior Pastor Signature:

Date:

Date:
