



Central United Methodist Church  
Monroe, North Carolina

#### Job Description

**Job Title:** Director of Music Ministry

**Supervised By:** Senior Pastor

**Effective Date:**

**Terms of Employment:** Full-time  
40 hrs. weekly

**Supervises:** Children's Music Director

**Signature:** Chair, SPRC

**Approval**

#### Purpose of Position:

The primary responsibility of the Director of Music is the direction, planning, and implementation of the total music program

#### Basic Qualifications

**Education/Training:** Minimum of Bachelor's Degree in Music. Demonstrated musical talent in playing a pipe organ (Casavant), piano, and directing ability. Musical ability, strength in conducting, ability to positively communicate with staff and volunteers, organizational ability, vision to grow the music ministry of the church.

**Skill (s):** The following skills should be well developed and demonstrated effectiveness is essential: Interpersonal relationships (staff, membership, community), written and oral communications, task organization, computer and software proficiency, office equipment and the propensity to work within a Christian environment.

**Experience:** Five plus years prior experience working in business office environment is preferred.

#### General Responsibilities:

- Plan, rehearse and direct weekly Chancel Choir and Handbell choir
- Plan, rehearse and direct special music
- Provide oversight of weekly music in Contemporary and Dinner church services
- Arrange organ, piano and handbell maintenance
- Oversee Celebration Singers Children's Choir, and other musical ensembles
- Arrange for supplemental musicians
- Provide wedding and funeral music
- Rehearse with performance groups as needed
- Direct church performance groups (small vocal groups, Central Brass, Handbells, etc.) for worship within the church and for outreach
- Direct Central Holiday Chorus with Union County Symphony in December

- Direct Central Festival Choir –Lenten Choral Service; Annual Lessons and Carols Service; Palm Sunday and Easter
- Arrange Soloists and small groups (Women's and Men's Choir) and any Community Concerts

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our ministry and work together as a church staff. This person should be willing to serve Christ and may be assigned tasks, like the rest of our church employees, that exceed his/her specific job description.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Supervisor \_\_\_\_\_ Date\_\_\_\_\_

Chairperson,  
Staff-Parish Relations Committee\_\_\_\_\_ Date\_\_\_\_\_

Revised: 7/22/2024