

**TRINITY UNITED METHODIST CHURCH
SEQUIM, WA**

**JOB DESCRIPTION
MUSIC DIRECTOR**

Position Summary

Under the direction of the Pastor and Staff Parish Relations Committee, the Music Director upholds the values and supports the mission statement of Trinity United Methodist Church. In consultation with the Pastor, the Music Director sets the course of the music ministry and works with other music department staff members, volunteer singers and musicians, and the congregation to plan, execute, administer, and evaluate all aspects of the music ministry. The primary purpose of the music ministry of the church is to provide leadership in praising God in worship. The music ministry seeks to fulfill that purpose by encouraging congregational singing, choral, solo and ensemble selections, and the use of various instruments to create opportunities for a variety of kinds of musical expressions

Qualifications

1. Must have training and skill in music selection and direction.
2. Ability to select appropriate music to enhance worship
3. Music Director will demonstrate the following qualifications:
 - a. Be able to work lovingly but with strength and confidence in a team-oriented setting.
 - b. Be able to work with the Pastor, Choral Director, Pianist, Organist, and other musicians.
 - c. Have a deep spiritual faith - leading music worship with the purpose of helping people connect with God.
 - d. Be available for all rehearsals.

Duties

1. Select music for Worship Service, 52 weeks of the year and extra services as determined (Christmas, Holy Week Services, etc.)
2. Participate in scheduled music planning meetings.
3. Order music as needed.
4. Recruit, manage and authorize payment of budget money to intermittent musicians.
5. Attend choir rehearsals each week to prepare for worship.
6. Serve as a member of the Worship Committee.
7. Provide instrumental arrangements/direction for other musicians.
8. Provide liaison with Sight and Sound Team for music selections and special handling of microphones and projected material.
9. Provide Church Secretary with information each week for music selections for inclusion in the bulletin.
10. Build the choir by inviting/encouraging members of the congregation to become a part of the team.
11. Preparing music for rehearsal and providing direction for administrative assistance in copying, filing and organizing music distribution.

12. Seek out workshops in order to stay exposed to new ideas and update our music library.

Pastoral/Lay Support

1. Support the Pastor in ministry and administration.
2. Support the staff in ministry and administration.
3. Support/assist Lay personnel in the performance of their ministry.

Effective: January 2025

Submitted by Staff Parish Relations: Date: _____

Approved by Administrative Council: Date _____