



saint marks umc
the downtown church that feels like home

DIRECTOR OF MUSIC (part-time/salaried)

Inquiries or resumés should be emailed to pastor@saintmarkswv.org

TIME RESPONSIBILITIES

- 20 – 25 hours a week. Except for rehearsal and worship times, these hours are set at the discretion of the Director of Music in consultation with the Senior Pastor

SUPERVISION

The Director of Music is directly supervised by the Senior Pastor

DUTIES & RESPONSIBILITIES

It is the responsibility of the Director of Music to lead professional musicians and volunteers in the music ministries of the church and to oversee the maintenance of the musical instruments owned by the church

- Recruit, encourage and lead the Chancel Choir, Handbell Choir, Steel Drums and other occasional ensembles
- Maintain effective communication with members of the congregation and musical groups within the congregation
- Begin and end rehearsals and services promptly
- Organize effective rehearsals
- Supervise the Organist and Children's Choir Director
- Substitute or arrange for a substitute for the Organist 2-3 Sundays and/or Wednesdays each year
- Accompany or arrange for an accompanist for the Children's Choir
- Supervise and arrange for payment of one student musician
- Choose and purchase appropriate music and supplies within the confines of the budget
- Schedule the tuning and maintenance of organ, piano, handbells, and steel drums
- Plan for worship and other opportunities for musical offerings in consultation with the Pastor and volunteers
- Attend any staff meetings
- Schedule and plan Steel Drum performances inside and outside the church
- Alongside others, discern creative avenues/opportunities for St. Marks Music Ministries
- Participate in spiritual and social activities of the congregation in consultation with the Pastor

VACATION – 4 weeks, plus two weeks during school year

COMPENSATION – \$25,000



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GRIEVANCES – Should a grievance situation arise, employees are required to proceed according to these steps:

- Present the issue to a pastor or the Chairperson of the SPRC.
- Within ten (10) days, or a shorter time period agreed to by the parties, if there has been no resolution, the employee and a pastor will present the issue to the SPRC and attempt to negotiate a satisfactory resolution.
- The SPRC will grant the employee the right to be heard and will be responsible for the final arbitration, or will take the grievance before the Leadership Council or other governing body.

Director of Music _____

Date _____

Pastor _____

Date _____

SPRC Chair _____

Date _____