First United Methodist Church
of Whitesboro
There's a place for you here.

Job Description: Director of Music Ministries

Position Title: Director of Music Ministries

Position Type: Contract Position (52 weeks/year); 2 weeks leave

Reports To: Senior Pastor (Direct Staff Supervisor) | Church Board (Church Supervision)

Position Overview

The Director of Music Ministries provides leadership, oversight, and direction for the music ministry at First UMC of Whitesboro. This role is responsible for enhancing Sunday morning worship, directing musical ensembles, supervising the Church Accompanist, and fostering an inclusive music program that blends traditional and contemporary styles to support the spiritual life of the congregation.

Schedule & Time Commitment

- **Sunday Services:** 9:00 AM – 11:30 AM
- **Midweek Rehearsal:** Wednesday evenings, 7:00 PM – 8:30 PM (Adult Choir)
- **Additional Time:** As required for special seasonal services, staff/Ministry Council meetings, rehearsals, and service preparation.

Key Responsibilities

1. Worship Leadership & Choir Direction

- Plan and lead music for Sunday morning worship in consultation with the Senior Pastor or appointed worship coordinator.
- Select music that offers a vibrant blend of traditional and contemporary styles using diverse instrumentation.
- Direct the Adult Choir during weekly Wednesday night rehearsals and ensure choir participation in Sunday worship weekly, with dedicated choir performances at least bimonthly.

- Coordinate, review, and select vocal/instrumental soloists and groups for special music.
- Assist as needed with conducting adult and youth handbell choir rehearsals for periodic worship performances.
- Plan and lead special music programs for liturgical seasons, including Christmas and Easter (Holy Week).

2. Staff Supervision & Volunteer Recruitment

- Supervise and oversee the work of the Church Accompanist.
- Actively recruit new choir members and musical participants, making every effort to involve a diverse group across age, gender, and race.
- Recruit guest instrumental musicians as needed for special services and programs.

3. Administration & Equipment Management

- Work with the Senior Pastor and Worship Team to develop the annual music budget.
- Oversee and maintain church musical instruments and sound equipment in consultation with the Pastor and Trustees, including scheduling piano tunings at least twice a year (Christmas and Easter) and as needed.
- Organize and maintain the church music library.
- Submit weekly music details for the service bulletin to the Administrative Assistant by Wednesday.
- Maintain clear and timely email communication with staff, volunteers, and church members using the official music director email.
- Plan and implement fundraising activities as needed for special music programs.

4. Leadership & Community Engagement

- Attend regular staff meetings and Ministry Council meetings.
- Maintain a positive, welcoming, and uplifting presence in common areas during worship gatherings.
- Collaborate cross-functionally with church leadership to align music with the broader goal of expanding the Kingdom of God in the surrounding community.

Qualifications

- Strong organizational, administrative, and interpersonal communication skills.
- Proven ability to direct choral groups and coordinate musicians across traditional and contemporary genres.
- Ability to collaborate effectively with pastoral staff, volunteers, and technical teams (sound system operators).
- Commitment to diversity and inclusion in musical recruitment and ministry participation.

I, _____], acknowledge that I have received, read, and understood the job description for the position of Music Director at First United Methodist Church of Whitesboro. I understand the duties, responsibilities, and expectations associated with this position. I agree to perform the duties to the best of my abilities and to comply with the church's policies and procedures. I understand that the job description is subject to change at the discretion of the Church Board.By signing below, I confirm my acceptance and understanding of the job description and my role within the church.

Employee Signature:
Date:

Senior Pastor Signature:
Date: