

Davidson United Methodist Church
P.O. Box 718
233 South Main Street
Davidson, NC 28036

POSITION DESCRIPTION:

Associate Director of Music - Organist

Date Prepared:

02/03/2020

Date Approved by SPRC:

02/10/2020

STATUS: Full-time, Salaried

HOURS: 40 Hours per week, Sunday - Thursday

BENEFITS: Medical & Dental Insurance, 403(b) Retirement Plan

General Purpose of Position:

The Associate Director of Music - Organist will work in direct consultation with the Pastor for Music and Worship providing creative and administrative support in running the music program at Davidson United Methodist Church.

Organizational Relationship and Supervision:

The Associate Director of Music - Organist reports to the Pastor for Music and Worship. The Pastor for Music and Worship, in cooperation with the Staff Parish Relations Committee, provides coaching and performance feedback as needed with a minimum of an annual performance evaluation.

The Primary Job Responsibility:

The primary job responsibilities are to support the Pastor for Music and Worship, play the organ/piano for worship services and as needed conduct choirs and/or lead a vocal or bell choir.

Responsibilities:

- Work with the Pastor for Music and Worship, the Associate Director of Music, and all other members of the DUMC music department in administering all facets of the music ministry program.
- Along with the Pastor for Music and Worship, select and purchase repertoire, communicate with choir members, and plan weekly rehearsals.
- Along with the Pastor for Music and Worship, accompany and assist in directing weekly chancel choir rehearsals. The Associate Director of Music – Organist may be called upon to conduct the chancel choir during Sunday service.
- Assume leadership responsibility for choirs assigned by the Pastor of Music and Worship, including youth choirs
- Lead all weekly worship services in playing the organ/piano and coordinating processions and recessions
- Assist small groups, ensembles, and soloists in preparation for worship.
- Work with individual choir members in learning notes for more challenging music
- As needed, lead funeral/memorial services by playing the organ/piano and rehearsing with any choir or soloists.
- Assist Pastor for Music and Worship on the planning Sunday services and special events
- Potential for leading and directing one handbell choir, including recruitment of members, maintenance of handbells, purchase of music, and scheduling times for playing in worship.
- This position description is not an exhaustive list of all functions that an employee may be required to perform, and that the employee may be required to perform additional functions.

Qualifications and Aptitudes:

- Must embrace Christian discipline and United Methodist doctrine and theology.
- Must possess a proven ability to work effectively with diverse individuals, and volunteers.
- Must be detail oriented and have excellent written and verbal communication skills, conflict management skills, and computer skills
- Must maintain regular and punctual attendance; work cooperatively with others; and comply with all Church policies and procedures.
- Proficiency in Microsoft Excel, Word, PowerPoint, Publisher, Outlook, and Google Drive
- Proficiency in Sibelius a plus
- Proficiency in social media
- Understanding of managing databases
- Editing skills – grammar, spelling, etc.
- Desire to be in ministry and work in a church setting

Experience

- Bachelor's degree in music (organ preferred) required. A Master's degree is preferred.
- 5 - 7 years of experience in music ministry or equivalent
- Work experience with youth preferred.