

St. Andrew United Church of Christ
6908 Beneva Road
Sarasota, FL 34238

Job Title: Director of Music Ministry

Reports to: Pastor

Status/Time Requirement: This part-time position should average about 16 hours per week with certain seasons requiring more hours (Christmas, Easter, August planning) and other seasons requiring fewer hours.

Position Purpose: Minister to the church family's spiritual and emotional needs through music by enthusiastically and sensitively providing support for all members of our faith community to express themselves to the best of their ability in both vocal and instrumental musical ensembles. Building on our strong music traditions, the Director of Music Ministry will work closely with the pastor and lay leadership to inspire and lead the congregation in praising God through music.

General Responsibilities:

- Plans, implements and coordinates music programs for Sunday worship and special services including Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday and other special events.
- Collaborates with the Pastor in selection of appropriate music related to sermon themes/seasons.
- Coordinates and oversees all lay music volunteers and contract musicians.
- Provides musical accompaniment for the choir and congregation.
- Rehearses and directs the Chancel Choir and supervises all other choral and music programs, i.e. concert series.
- Recruits and nurtures new music groups, music ideas and individual music performers in the church.
- Selects, maintains and oversees the storage and care of all musical instruments and other equipment for the music program owned by St. Andrew.
- Manages the annual music budget to include contract musicians/music maintenance and submits proposed annual budget for council approval.
- Oversees and coordinates with outside groups that use St. Andrew for music programs.

Specific Responsibilities:

- Refresh and update the music library.
- Select and purchase worship music.
- Rehearse and conduct Chancel Choir on a weekly basis.
- Recruit and rehearse solo and ensemble musicians for special music.
- Attend worship planning meetings with the Pastor and others.

Specific Responsibilities cont.:

- Attend monthly staff meetings.
- Obtain copyright permission for music.
- Stay current concerning new developments in liturgy and in church music, through courses, workshops and conferences.
- Provide planning and music for special occasion services such as weddings, memorial services, fellowship gatherings and interfaith services (additional compensation will be provided).
- Work with the music librarian to organize and maintain the music library.

Personal Qualifications:

- Excellent interpersonal and communication skills required for working with a diverse group of congregation members with a variety of musical talents and skill levels.
- Gifted teacher who is able to effectively introduce and graciously guide the choir and congregation in learning new music.
- Visionary leader who will infuse excitement and vitality into music ministry, a critical area of St. Andrew's worship life.
- Ability to create an inspiring atmosphere with focus on worship not performance.
- Team builder who is able to motivate and encourage others in ministry.
- Team player who effectively collaborates with others in ministry.
- Ability to provide a nurturing and friendly atmosphere for the choir and instrumentalists.
- Strong organizational skills and attention to detail.
- Computer literate in e-mail, internet, and Microsoft suite of applications and willing to keep pace with technological advancements in church worship.
- Desire to learn and grow professionally.

Experience/Education:

- Extensive music training and Bachelor's degree in Music or Music Education preferred.
- Familiarity with sacred music required.
- Experience with worship planning/church liturgy desired.
- Strong conducting and piano performance skills (organ playing ability a plus)
- Experience integrating multiple instruments into worship strongly desired.
- Knowledge and passion for a variety of musical styles including classical, gospel, jazz, international and contemporary.