

**JOB DESCRIPTION**  
**First United Methodist Church Trussville**

**POSITION TITLE:** Director of Music Ministry

**POSITION STATUS:** Part Time

**FLSA STATUS:** Exempt

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**PRIMARY PURPOSE AND FUNCTION**

The Director of Music Ministry (a part-time staff position) is responsible for overseeing the music experience for the congregation and Chancel Choir of Trussville FUMC. Joining with the staff and congregation, the Director of Music Ministry works to equip members for ministry, fulfilling the vision and mission of Trussville FUMC and directs the music ministries for the glory of God, spiritual nourishment, and experiential worship, leading people to the knowledge, love and service of God through Jesus Christ.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. This person reports to the Senior Pastor.
2. Coordinates (and directs as needed) the planning and implementation of music ministries for the congregation and community, with a focus on traditional worship and the Chancel Choir. Coordinates and facilitates resourcing when appropriate, the Contemporary Music Program, Children's Choir(s), Youth Choir, Handbell Choirs (Children/Adult), Drama and special music groups and ensembles that develop in the church.
3. Assist the Pastors with planning worship elements throughout the year.
4. Plan and lead music for the traditional worship services.
5. Direct, schedule, select anthems and special music ensembles (solos, duets, etc.), set rehearsal time, lead rehearsals for the Chancel Choir, soloists, and accompanists.
6. Plan special music for seasonal services, including but not limited to Lent, Holy Week, Easter, Advent and Christmas
7. Actively recruit members for the music ministries with attention to the Chancel Choir.
8. Recruit, train, supervise and assist directors (staff and volunteer) of musical groups/ensembles within the church
9. Be an advocate for all music ministries of the church with emphasis on recruitment of members for all music ministries.
10. Recruit and coordinate organist, pianists, other musicians, music planners, sound coordinators and others involved with the music ministry of the church