

Director of Music Ministries/Organist Job and Duties Description
First United Methodist Church, Bainbridge, GA

Purpose: The Director of Music Ministries/Organist will be responsible for and direct or supervise all music programs within the church. The Director of Music Ministries/Organist will also serve as the liaison between the Worship Ministry Team and Staff and provide support to all worship areas: Acolytes, Ushers, Communion Stewards, Flower Committee, Chrismon Tree Team, Sanctuary Committee, and Altar Committee.

General Goals: The Director of Music Ministries/Organist will maintain a broad choral-, instrumental-, and handbell-based program which includes opportunities for all age levels, 2-year-olds through mature adults (as talent and commitment allow) and which teaches the responsibilities of worship leading and discipleship.

Criteria

- A committed Christian who feels called to serve in music and worship ministry
- Bachelor's degree or equivalent experience in Music Education, Church Music, or a related field
- 5 years experience
- Embraces United Methodist doctrine and theology
- Works cooperatively with all other ministry areas and staff
- Possess highly-developed organizational and interpersonal skills
- Has competency in budgeting
- Is experienced in worship planning and development
- Has detailed knowledge of the liturgical/seasonal calendar and of sacred choral, solo, ensemble, and handbell music of all styles

Accountability

- Reports to the Pastor and Staff-Parish Relations Committee.
- Attends and presents written or verbal reports at Staff Meetings, Church Council, Charge Conference, and Worship Ministry Team meetings.

Director of Music Ministries Duties

- Coordinate with the Pastor as needed concerning weekly worship needs.
- Conduct the Chancel Choir; choose music and instrumentation appropriate to the liturgical calendar or theme/message for each Sunday, and rehearse, recruit, and organize.
- Conduct the Handbell Choir, choose appropriate music for ability, season, and setting, and organize participation in area events.
- Conduct the Youth Choir, choosing appropriate musical selections for these ages that teach healthy choral and vocal technique as well as solid theological concepts. Organize the annual Music Camp (week-long Church Music and Worship Arts Workshop) trip for committed Youth Choir members and music ministry volunteers. Organize formal attire.
- Organize and lead the Children's Music Ministries with the purpose of building worship leaders for the present and future. (See Music Ministries Description)
- Put together special ensembles as talents and needs arise (mature adult group, men's quartets/ensembles, etc.).
- Supervise the Chancel Choir accompanist.
- Organize and schedule Music Ministry Team meetings.

- Work in cooperation with the Worship Ministry Team and others to organize and implement special seasonal services, including: Hanging of the Greens, Longest Night, Service of Lessons and Carols (or a comparable Music Ministries concert), Ash Wednesday, Holy Week (community lunches, Maundy Thursday, Good Friday), Children- and Youth-led services, Confirmation, and Graduate Recognition.
- Secure and coordinate guest musicians as needed for offertories, guest artists in worship, etc.
- Oversee the maintenance/tuning of the organs (sanctuary and chapel) and all pianos in the church plant. Budget for these.
- Oversee sanctuary sound system functioning and set-up for all services/events in the sanctuary.
- Assure availability of nursery/childcare for music programs when needed.
- Provide written announcements and information for the weekly newsletter.
- Annually attend appropriate continuing education workshops and conferences.

Organist Duties

- Play organ and piano for all traditional services of worship: preludes, offertories, postludes, congregational singing and special ensembles, except when appropriate to delegate or use a substitute, including local church, district, conference, and other official functions of the church
- Possess skilled piano and organ technique and sight-reading ability, maintaining proficiency through practice.
- Play for funerals or assure familiarity with the organ for others selected to do so.
- Play for weddings as requested. The organist has the right of first refusal. Assist the couple in choice of music for prelude, marches, and soloists/other instrumentalists, guiding them in the appropriateness of choices.
- Arrange for substitutes for all non-emergency absences.

Private teaching privileges may be granted after consultation with the pastor and SPRC .

Other appropriate duties assigned by the Pastor to further the scope of the congregation's ministries.

Current Music Ministry

The Music Ministry of Bainbridge FUMC is an active and vital part of the life of our congregation. Its purpose is to glorify our Lord through musical and artistic offerings in weekly worship services, special seasonal programs, and concerts.

Chancel Choir: rehearses on Wednesdays from 7:30-9:00 PM. It serves as the Worship Choir for the 11:00 AM Service and presents special programs/worship opportunities during the Advent/Christmas and Lent/Easter seasons.

Handbell Choir: Basic note-reading skills are necessary. It rehearses on Sundays from 5:45-6:45 PM. It plays regularly in morning worship services, presents concerts, participates in music ministry seasonal services/programs, and attends regional workshops/festivals.

Children's Music Ministry: The purpose of this ministry is to develop the next generation of worship leaders. Through choral and vocal training, dance, playing instruments, visual arts, drama, and arts and crafts, we nurture the God-given talents of our children so that they may enjoy life-long service to our Lord and church through music and the other arts.

18 Month-2-Year-Old Music Group: meets on Wednesdays from 5:30-5:55 PM, offering age-appropriate musical learning, singing, playing instruments, and creative movement.

Preschool Music and Arts (ages 3 by September 1-those who are not yet in Kindergarten):

meets on Wednesdays from 6:25-7:25 PM offering age-appropriate musical learning, singing, playing instruments, creative movement, and Bible stories and crafts.

Children's Worship Arts Program (Grades K-5): meets on Wednesdays from 6:25-7:25 PM. This is a choral-based program which also includes study in drama; liturgy; playing Orff instruments, handchimes, and rhythm instruments; liturgical dance; and visual arts. The choirs sing regularly for worship services, and present a Christmas musical/drama and a Biblically based spring musical.

Youth Music Ministry (Grades 7-College): The Youth Choir meets for rehearsals on Sundays from 4:30-5:30 PM. They sing regularly for worship services, present concerts, participate in music ministry seasonal services/programs, sing for community events, and attend an annual church music and arts workshop.

Special Ensembles: (choral and instrumental) are established according to particular talents of our members. These groups meet at times convenient for the participants.