



Director of Music Ministries

Position: Part-time, Exempt [25 hrs per week]

Reports to: Directing Pastor

Supervision: Organist, Chancel Choir Director, Assistant Praise Band Leader

Job Summary: To oversee and coordinate the overall music ministry of the Mahomet United Methodist Church

Qualifications: (The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Experience and/or familiarity with Christian worship and music
- Ability to play an instrument with proficiency
- Experience or Skill in organizing and rehearsing a choir, a band, and soloists

General Responsibilities: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.)

- Oversee the ministry of all music groups within the church, to provide and enhance the worship experience at all services.
- Provide supervision for other persons, both paid and volunteer, who provide music leadership within the church.
- Seek to expand the music ministry program of the church through the development of new music groups as needed and appropriate.
- Seek to help all persons involved in music ministry find their fullest potential both as musicians and as disciples involved in music ministry.
- Contribute to a fun and enjoyable working environment
- All other duties as assigned

Specific Responsibilities:

- Schedule the performance of all music groups for all regular and special services of worship.
- Schedule regular rehearsals for all music groups.
- Responsible for the maintenance, storage and tuning of all musical instruments, including handbells, organ, pianos, and percussion instruments.
- Responsible for the storage, care, and cleaning of choir robes.
- Organize, catalog, store, and order music. Oversee selection of music for all music groups.
- Coordinate special music & groups (e.g. Madrigal Singers, Champaign Brass, Wesley Singers, etc) for Traditional Worship services, selecting anthems with regard to seasonal themes and coordination with scripture/worship/sermon themes whenever possible.
- Prepare extra musical presentations for special services such as Veteran's Day, Thanksgiving, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Easter, when necessary.
- Coordinate musical specials and presentations during the summer months.
- Prepare annual music budget.
- Schedule worship performances for children's choirs when feasible and possible.
- Substitute or find a substitute if one of the music staff members is unavailable for their duties.

Apply with a resume and three references to: 1302 E. South Mahomet Road, Mahomet, IL 61853 or mumc@mumc.org