



## Shady Grove United Methodist Church

4825 Pouncey Tract Road Glen Allen, VA 23059

804-360-2600 [www.shadygroveumc.net](http://www.shadygroveumc.net)

### Director of Music Ministries

<b>Category:</b>	Full-time Employee, 40 hours per week, including Sundays
<b>Reports To:</b>	Lead Pastor, SGUMC
<b>Directly Supervises:</b>	Director of Modern Worship, Church Accompanist, Volunteer Directors within Music Ministries
<b>Compensation:</b>	
<b>FLSA:</b>	Exempt

#### Job Summary

The Director of Music Ministries at Shady Grove UMC, a mid-sized to large suburban church in western Henrico County, plays a vital role in helping the church accomplish its overall mission to discover and live the love of God by sharing, serving and connecting with all peoples. They do this by overseeing the Traditional (graded) music ministry of the church, by offering supportive supervision of the Director of Modern Worship and by being an integral part of all worship at Shady Grove. In conjunction with the Pastors and the monthly Worship Roundtable, they create a faith environment that musically nourishes souls; invites congregational participation; forms disciples as they use their varied gifts; promotes multi-sensory worship; and that serves Short Pump and its surrounding communities.

#### Qualifications

Commitment to Christ, an appreciation of the Biblical faith as expressed through the United Methodist Church (though the position is open to those who are not United Methodist), a love for music, organizational skills, teamwork, effective communication and consistent preparation are essential for this position. The Director of Music Ministries is a strong, kind and competent leader. It is preferred, but not required, that they be able to play and direct from the piano/organ. A formal education in music and demonstrated experience working with choral music, choirs or musicians are preferred. The Director of Music Ministries is a minister of Christ and a professional who is committed to God and models giving the glory to God in all things.

#### General Job Description/Responsibilities

##### Collaborating Member of the Worship Team

- Prepared contributor to round table planning and development of all worship services
  - Coordination with worship seasons, series, themes
  - Collaboration with sacramental, visual, liturgical, kinesthetic, media and administrative teams
- Strive for excellence in worship through weekly cue by cue rehearsal with worship staff and lay members
  - Currently Wednesdays at 11:40 for Traditional, with Modern Worship following
- Lead Sound Teams through cultivation, training, scheduling and coordinating with team members
- Coordinate and collaborate with Visual Media Teams, which are led by the Communications/Media staff (currently the Church Administrator) weekly
  - Submit all bulletin and slide materials by Tuesdays at 6 a.m. for the coming Sunday
- Supportively supervise and guide the Director of Modern Worship who serves as the primary worship leader for Modern Worship (in coordination with the pastors regarding worship roles and orders of worship)
  - Share expertise in music and team formation
  - Lead in developing shared standards regarding administrative practices of the Music Ministries with the Director of Modern Worship, to include standards of: communication, scheduling, budgets, instrument maintenance and equipment needs, quality assurance of worship spaces, and receiving and responding to music related feedback.
  - Receive timesheets
- Supervise, develop and direct the Church Accompanist

##### Director of Graded Vocal Choirs, which are currently:

- Sanctuary Choir

- Prepare and direct choir for weekly 9:30 a.m. service
- Prepare and direct choir for potential weekly 11:00 a.m. service
- Prepare and lead choir rehearsal, Wednesday 7:15-8:45 p.m.
- Select, rehearse and direct one cantata per year, traditionally at Christmas
- Hire and manage orchestra for cantata
- Select, rehearse and direct music for special services: Maundy Thursday, Good Friday, Christmas Eve, Stewardship and other possible events
- Select, order and purchase anthems for Sunday worship services and other special services, as needed
- Gideon's Call (Men's Vocal Ensemble)
  - Direct or supervise director four times annually
  - Wednesday rehearsal 6:15-7:15 pm
- Youth Explosion Choir
  - Grades 6-12, direct or supervise director 6 times per year
  - Rehearsal Sundays 5-5:45 pm (intermittently)
  - Participate in annual Youth Choir Jam (mass choir event of VA and NC choirs)
  - Lead community outreach with Youth Explosion Choir
- Praise Kids
  - Grades 1-5, direct or supervise director for one Traditional service per month, September-May
  - Rehearsal Sunday afternoons 4:15-5 pm
- Supervise Director of SonShine Singers
  - Ages 3-5 years
  - Support and encourage volunteer director
    - Rehearsal Wednesdays 6:15-6:45 pm
    - One Traditional service per month, September-May

#### Director of Graded Handbell Choirs, which are currently:

- Direct or supervise director of The Golden Notes (Senior Adult) September-May, rehearsal 10-11 am on Thursdays
  - Work with community venues (assisted living, local shopping centers) to bring concerts outside SGUMC
- Direct or supervise director of The Alpha Omega Ringers (Youth and Adults in groups of 10) to ring worship Advent and Lent/Easter
  - Offer multiple choirs of 10 ringers, if more than 10 wish to be involved
  - Rehearsal Wednesdays 4:30-5:15, 5:30-6:15 pm, if two rehearsal times are needed
- Recruit, rehearse and direct or supervise director of The Agape Ringers (Children's Orff instrument choir) January-May
  - Rehearsal Wednesday 4:30-5:15 or 5:30-6:15, as determined by Director of Music Ministries

#### Collaborating Leader in Special Programming

- Co-direct Children's Christmas Musical with Director of Children's and Family Ministries
- Provide or recruit and support leader for Vacation Bible School music offerings
- Coordinate with pastors and available musicians to ensure weddings and funerals have musical support
- Collaborate and coordinate to ensure music needs are covered when music staff are on vacation/continuing education
- Optionally, may serve on board for Center for Creative Arts and maintain mutually supportive ministry relationships
  - The CCA may offer additional paid work beyond the Director of Music Ministries role, if desired
    - Music classes
    - Musical Theater Camps

#### General Duties

- Lead in Shady Grove worship services, which are recorded and live streamed
- Discover, equip and encourage special music groups, soloists, instrumentalists for worship, including raising up directors of special choirs
- Attend a music/worship conference annually to stay current professionally
- Maintain music library
- Ensure CCLI compliance and submit reports as required
- Develop and coordinate with music leaders for relationship building through fellowship activities and community care needs

- Attend weekly staff meeting
- Prepare Music Ministry budget, including instrument maintenance
- Oversee maintenance of musical instruments
- Prepare announcements of activities for church e-blast
- Recruit adult volunteers for all children and youth ensembles, per Child Protection Policy
- Communicate via email, verbally and in written materials regularly to keep music ministry participants informed
- Respond to concerns in a timely and sensitive manner
- Become proficient with the Sanctuary sound system and screens, worship presentation software such as Proclaim, SongSelect, Google docs and Realm (the church administration software), training offered.
- Be able to pass a national background check, including sex offender registry check, to work with children and youth.
- Follow Staff Handbook policies
- Other duties as assigned