

Job Description

Coordinator of Music – First UMC Clovis

The Coordinator of Music shall have qualified musical ability to train and conduct all choirs of First United Methodist Church. The Coordinator of Music is a part time (15 hours per week), salaried exempt position. This position serves under the direct supervision of the pastor and Staff Parish Relations Committee.

The following is a list of the duties of the Coordinator of Music.

1. Work an average of 15 hours per week. Coordinate schedule with pastor.
2. Meet weekly with pastor to plan worship, attend Administrative Council and church conference.
3. Have published/set weekly office hours (2 hours per week).
4. Supervise the Church Organist and volunteer Bell Choir Director
5. Direct the music offerings in worship. Lead corporate singing. Be present in the worship service(s) including Sunday worship, special services (Lent, Holy week, Easter, Advent, Christmas Eve/Day)
6. Rehearse and direct the chancel choir, children's choir and/or special vocalists each week to prepare the music for the worship service(s)
7. Recruit new members at all age levels for participation in all choirs.
8. Regularly communicate with choir members and parents of children's choir. Follow up with those who stop attending or miss and notify pastor if pastoral care is needed.
9. Instruct choir members in the proper protocol for participation in the worship service(s).
10. Direct and or recruit volunteers to assist in directing children's choirs, youth choir, instrumental and hand bell groups.
11. Coordinate with pastor the scheduling of musical offerings for worship service(s) including hand bells, soloists, and other groups.
12. Oversee music funds including money in the Music Ministry Designated fund.
13. Track and account for ENMU scholarship student participation in rehearsal and worship. Regularly thank donors who make designated scholarship donations.
14. Select and order music necessary for the music program, using the appropriate purchasing system of the church. Maintain chorale library and rehearsal room.
15. Make arrangements for a substitute director for church events, with coordination of the pastor.
16. Inform the Publications coordinator of titles of music to be performed and other information to be included in the worship bulletin and publications.
17. Annually offer a children's special music presentation (Lent/Easter/Advent) in coordination with the pastor. Provide music for Vacation bible School
18. Participate in the larger life of First UMC (ex. Participate beyond music ministry, church work days, decorating for Advent, etc.)
19. Perform other duties assigned or necessary