

Osterville United Methodist Church

57 Pond St, Osterville, MA 02655

508.428.2811 • www.ostervillechurch.com

A Reconciling Congregation

Director of Music

The Director of Music will promote the spiritual life of the congregation through the music ministry. Selected by the Pastor and Staff Parish Relations Committee, the Director reports to the Pastor and is responsible for the development, oversight, and direction of the church's high quality, diverse music program. This program will include many genres of church music including traditional, classical, and contemporary and support the new two-service "Vision" of our church.

Hours

Salaried 15 hours per week including presence on Sunday mornings, at other services during Lent/Easter and Advent/Christmas and all choir practices. No vacations are allowed during Lent/Easter and Advent/Christmas due to heavy staff workload, without the approval of the Pastor.

Specific Primary Responsibilities

1. Work with the Pastor to select and provide music with Scriptural, homiletical, and liturgical themes for worship and other gatherings.
2. Accompany hymns and other songs sung by the congregation
3. Direct from the keyboard the choir and other musical groups
4. Coordinate and select special traditional, classical, and contemporary music to be sung or performed that will reinforce the worship themes provided by the Pastor.
5. Coach vocalists in proper vocal technique
6. Take initiative to promote the formation of various music groups within the church
7. Play musical offerings on Sunday that may include: hymns, anthems, special music, solos, prelude, offertory, doxology, postlude, recessional, response, communion music, and other musical selections in a wide variety of styles. On special occasions, the music director may be asked to direct and accompany cantatas.
8. Develop and implement a music plan and program for our church in consultation with the Pastor.
9. Develop, excite, and lead the Church Choirs.
10. Identify and encourage church musicians/vocalists to use their gifts at Sunday worship and other special worship services (Christmas Eve, Lent, Maundy Thursday, etc.)
11. Participate in weekly staff meetings.
12. Seek out and attend continuing education events and training.
13. Recruit and prepare substitutes to perform during scheduled absences, in consultation with the pastor.
14. Tasks associated with the Music Director position are expected to require 15 hours per week divided between:
 - An early (8:30) and a later (10:00) morning service (app. 3 ½ hrs)
 - Practices of choir (7:00 Thursday) and other groups and soloists (app. 4 hrs)
 - Participation in staff meetings (9:30 am Wednesday) (1 hr)
 - Providing music for special worship observances including: Christmas Eve Services, Lenten services, Maundy Thursday, Good Friday
 - The balance of hours to be used for practice, preparation, training, and consultations with the pastor or church members

Additional Responsibilities May Include:

15. May provide organ or piano accompaniment for the congregation for special services as discussed with pastor and/or worship team.
16. Music Director has the right of first refusal for weddings and funerals. Stipend will be determined with consultation of the Music Director. If a family wishes to have a guest organist/pianist, this will be coordinated with the Music Director and Pastor.
17. May select and order new music within the budgeted allowance.
18. May arrange for the tuning of the organ and all church pianos, in particular, the sanctuary piano twice a year or as needed (no more than three times per year). Report to the Trustee Chairperson any problems with the organ and arrange for repairs upon Trustees' approval.

Current OUMC Music Program Includes:

- A choir with 12-15 voices, singing 4 part harmony
- A group with 2 guitars and vocalists, plus drums
- A group with 2 guitars and 4 vocalists
- Various vocalists for solo work
- Chimes Choir

Required/Preferred Experience

1. Professional music training/background
2. Knowledge of multiple styles of church music
3. Conversant with the Methodist musical tradition and theology
4. Experience as Choir/Choral Director

Competencies Required

1. Musical talent
2. Leadership skills
3. Enthusiasm
4. Strong interpersonal skills
5. Team Player
6. Flexibility
7. Organization and communication skills
8. High level of professionalism
9. Abilities with organ and classical music
10. Ability to work with lead sheets or words and chord sheets helpful

Education

College degree (preferred)

Professional music training

Supervision

- The Pastor is the direct supervisor of the Music Director.
- Absences must be reported to the Pastor in Charge with as much advance notices as is possible.
- The Staff-Parish Relations Committee (SPRC) is in charge of all personnel. The Music Director has the right to bring concerns directly to the pastor or the Staff Parish Relations Committee (SPRC).

Evaluation

- In the first year of employment, the SPRC, in consultation with the Pastor, will conduct a 3-month review.
- After the first year, an annual review of the employee will held to determine productivity and level of improvement (if needed).

Compensation

- The gross starting salary of the Music Director is \$24,000.
- Substitutes will be paid \$170/one worship service, \$200/two worship services.
- Vacation: The Music Director will receive two weeks vacation. A minimum of one month's notice is requested prior to taking vacation. It is permissible to take one of these weeks after the Christmas holiday. The employee is encouraged to take these during the summer months (July and August).

Termination

- Both parties understand that signing this contract is a commitment to at least one year of service.
- Either party may terminate this contract by a notification of at least thirty days (30) prior to departure.

On behalf of the church, the Staff Parish Relations Committee promises the following:

- to prayerfully support your ministry among us
- to advocate for the music program
- to keep lines of communication open
- to meet with you at least once a year to discuss mutual concerns
- to be responsive to your concerns
- to work with the church to provide adequate space for the music program
- to provide music and musical instruments in good working order
- to not engage guest musicians without prior approval by the Music Director.

Date of hire _____ **Three-month Probationary Review** _____

Employee	Representative of SPRC	Pastor
Date	Date	Date