

Director of Music Ministries Job Description

Revised September 2024

Overview: Trinity Evangelical Congregational Church has been a focal point of God's work in the Rutherford Community, between Harrisburg and Hershey, for over 100 years. The Director of Music will lead the music ministries of the church in an atmosphere of celebration and reverence to God through music for all worship services to include choir, vocal, instrumental, and other phases/expressions of musical experience.

Time Requirement: 20-25 hours per week.

The duties and responsibilities of the Music Director include:

Plan and coordinate music for regular worship services, special worship programs, special events, and other church activities with the Pastor and Worship Design Team to include the use of technology and to recruit and schedule special music. **Meet deadlines for publication of music in the weekly bulletin and media presentation.**

Participate in the monthly planning meetings with the Pastor and the Worship Design Team. **Provide music for the Sunday worship services to the church secretary and the Pastor by Wednesday morning.**

Conduct the church choir and instrumentalists during weekly services from September through the end of May to include weekly rehearsals and choir "warmups" and sound checks prior to each Sunday morning worship service. In addition, recruit and train choir members and musicians.

Select hymns and other musical pieces that align with the liturgy and theme of the service.

Cooperatively work with the organist in the planning of music for the worship services.

Oversee the orderly maintenance of the music library and the database of hymns, praise music and anthems used in worship.

Acquire the music, equipment and supplies required to perform designated duties in accordance with Trinity EC financial policies.

Manage the music ministry budget and submit required **monthly** reports to the Ministry Council and the Worship Design Team. Prepare estimates and requests by specified deadlines.

Maintain and oversee the care of musical instruments and equipment.

Qualifications:

Be a Christian and a committed disciple of Jesus Christ, seeking to know, love and serve God and neighbor, and be committed to continual spiritual growth.

Have a passion and vision for a variety of Christian music for traditional and contemporary worship services.

Ability to lead, inspire and engage the choir and the congregation during the worship.

Experience:

Experience as a worship leader, including directing a choir and in a praise team situation would be preferred, but not required.

Experience directing traditional and praise musical ensembles is highly desired but not required.

References from the Pastor of your current church if you currently participate in the music program.

Leadership, organizational and communication skills.

Knowledge of Evangelical Wesleyan theology is preferred.

Compensation:

Starting salary will depend on qualifications and experience. Continuing education stipend provided, with approval of the Ministry Council.

Vacation time is pro-rated during the first year of employment. This position earns 2 weeks of vacation during the first 6 years of employment for a total of 4 Sundays off. Two weeks of the vacation would not require service preparation or choir rehearsal; however, the additional 2 Sundays would require service preparation and choir rehearsal.

Please visit our website: www.trinitychurch.org; our Facebook page – Trinity Evangelical Congregational Church; or our You Tube Channel: Trinity EC Church Rutherford, for further information about our church.

If interested for an interview contact Pastor Terry Brosius at 717-564-1528 or email tbrosiustrinityecc@gmail.com

