Arnold Mills United Methodist Church
690 Nate Whipple Highway, Cumberland, RI 02864
401.333.5203 • amumc.org
A Reconciling Congregation

Director of Music

The Director of Music will promote the spiritual life of the congregation through music. 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 music program. This program will include many genres of church music including traditional, classical, and contemporary.

Primary Responsibilities

1. Worship Planning and Musical Leadership

- Collaborate with the Pastor to select music that complements scripture, sermon themes, liturgical seasons, and the overall direction of worship.
- Provide musical leadership for regular Sunday worship
- Accompany congregational hymns and other songs
- Prepare and perform appropriate service music, which may include preludes, offertories, anthems, doxologies, communion music, responses, postludes, and other selections.
- Incorporate a variety of musical styles reflecting the congregation's traditions, interests, and evolving worship life.
- Support worship that is welcoming, accessible, and meaningful to people of different ages, backgrounds, and levels of familiarity with church music.
- Coordinate music for in-person and live-streamed or recorded worship, as applicable.
- Provide musical leadership for special seasonal services (Ash Wednesday, Holy Week, Blue Christmas, Christmas Eve, etc).

2. Choir Direction and Development

- Direct the church choir, currently an adult choir of approximately 8–12 singers
- Plan and lead regular Thursday and Sunday morning rehearsals that prepare the choir to offer music in worship.
- Select appropriate choral music, taking into consideration the choir's abilities, interests, and available rehearsal time.
- Encourage participation, build musical confidence, and foster a supportive, joyful choir community.
- Provide vocal coaching and guidance as appropriate.
- Recruit and welcome new choir members and encourage continued participation.
- Identify opportunities for soloists, instrumentalists, small ensembles, and other congregational members to contribute their musical gifts.
- Explore opportunities to develop additional musical offerings, including occasional inter-generational or special-event music.

3. Special Services and Seasonal Music

- Plan and provide music for designated special services throughout the church year, including Advent, Christmas Eve, Lent, Holy Week, and Easter.
- Coordinate special musical offerings, guest musicians, and ensembles in consultation with the Pastor.

- Prepare cantatas or other larger musical presentations when mutually agreed upon and appropriate to the available time and resources.

4. Music Program Administration

- Develop and maintain a thoughtful music plan in consultation with the Pastor.
- Select and purchase music and supplies within the approved budget.
- Prepare an annual music ministry budget proposal for review and approval.
- Maintain music library materials and communicate needs for music, equipment, and instrument maintenance.
- Identify appropriate continuing education and professional development opportunities.
- Arrange for qualified substitutes, in consultation with the pastor
- Communicate scheduling needs, program updates, and concerns promptly and professionally.

5. Collaboration and Congregational Life

- Build positive working relationships with the Pastor, choir, staff, volunteers, and congregation.
- Participate in appropriate worship-planning conversations and staff collaboration.
- Encourage a music ministry in which people feel welcomed, valued, and invited to grow.
- Support the congregation's mission of inclusion, community, and service
- 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.
- Report to the Trustee Chair any problems with the piano and arrange for repairs upon Trustees' approval.

Hours

Tasks associated with the Music Director position are expected to require 10- 15 hours per week:

- Sunday Morning Worship (app. 3 hrs)
- Thursday evenings and Sunday morning rehearsals with musicians/vocalists and other groups and soloists (app. 3 hrs)
- Attend quarterly worship committee meetings
- Providing music for special worship observances including: Christmas Eve, 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

Qualifications and Experience

Required

- Demonstrated musical proficiency appropriate to the position.
- Ability to accompany congregational singing on piano or keyboard.
- Experience directing or leading a choir, vocal ensemble, or comparable musical group.
- Ability to select and prepare music appropriate to worship themes and the abilities of the musicians.
- Strong organizational, communication, and interpersonal skills.
- Reliability, flexibility, initiative, and a collaborative approach to ministry.
- Ability to work respectfully and effectively with people of varied ages, backgrounds, identities, and musical abilities.

Preferred

- Formal music education, professional training, or equivalent experience.
- Familiarity with a range of musical styles, including traditional hymns, classical, gospel, and contemporary music.
- Familiarity with Christian worship and the United Methodist musical and liturgical traditions.
- Experience supporting live-streamed or recorded worship.
- Ability to work with lead sheets, chord charts, and contemporary worship arrangements.
- Experience recruiting, encouraging, and developing volunteer musicians.

A college degree in music is preferred but not required. Relevant experience, demonstrated ability, and a commitment to collaborative music ministry will be considered.

Supervision and Accountability

- The Pastor is the Director of Music's direct supervisor.
- The Staff-Parish Relations Committee (SPRC) provides personnel oversight in accordance with church policies and United Methodist Church procedures.
- Planned absences must be communicated to the Pastor as far in advance as possible. Unexpected absences should be reported promptly.
- The Director of Music is encouraged to bring questions, concerns, and suggestions directly to the Pastor or SPRC.

Evaluation

- An initial review will take place approximately three months after the start date.
- After the first year, the SPRC and Pastor will conduct an annual review.
- Reviews will provide an opportunity to celebrate strengths, discuss challenges, clarify expectations, and identify goals and support for the coming year.

Compensation and Employment Terms

Salary: $15,600–20,000/year: Salary will be commensurate with experience and skills.
Paid vacation: Three weeks per year
Paid sick leave: Up to two weeks per year. May be used after completion of probationary period.
Professional development: An annual allowance may be provided.
Music budget: The Director of Music will submit an annual budget request for music, supplies, and related needs.
Substitute musicians: Music Director is responsible for finding appropriate substitutes to cover. $200/worship service paid by the church, limit four services.
Additional musical engagements: Separate compensation may be available for weddings, funerals, and other services outside the regular scope of the position, as agreed upon in advance.
Other employment or musical work: The Music Director has the opportunity to increase compensation by giving lessons, using church space and instruments, provided they do not interfere with their primary responsibilities and fit within the policies and procedures of our church, including safe sanctuary guidelines.
Background/criminal check required.