

MUSIC DIRECTOR

Mt. Zion United Methodist Church
1220 W. Main St.
Mt. Zion, IL. 62549
217-864-4813
www.mtzunitedmethodist.com

Reports to: Pastor/SPRC chairperson

Status: Part-time

Job Responsibilities:

1. Schedule and lead the music for all church worship services.
2. Select music and lead Adult Choir rehearsals and performances, including but not limited to worship service.
3. Select music and lead Hand Bell Choir rehearsals and performances, including but not limited to worship service (not at this time).
4. Select and lead Praise Team/Band (including vocalists and instrumentalist) rehearsals and performances, including but not limited to worship service.
5. Establish and direct Children's Choir rehearsals and performances, including but not limited to worship service.
6. Plan and supervise all music when the Pastor and Worship Team plan for special Sunday services (ie. Christmas Eve services or Sunday after Christmas).
7. Supervise rehearsals with special groups (ie. vocal ensembles and soloists) to provide music for offertory during worship service.
8. Supervise Musician(s) to provide music used during prelude, communion, offerings and postlude.
9. Develop special seasonal music for Christmas and Easter seasons.
10. Participate in outreach events such as the Ice Cream Social or comparable musical opportunities scheduled by the Pastor.
11. Participate as the chairperson of the Worship Team and attend scheduled meetings.
12. Meet with the Pastor as needed to review plans for music used during worship services.
13. Work within the established budget related to music expenses.
14. The Music Director is responsible/accountable to the Staff Parish Relations Committee (SPRC) and the Pastor of the church.
15. Written notice shall be given to the Pastor and the SPRC Chairperson at least 10 days prior to any planned absence for use of vacation days and as much notice as possible for personal days off.. The Music Director will be responsible for finding a suitable replacement for any planned absence.

Each party agrees to a one year contract that may be terminated for cause with a written 21 day notification.

The weekly salary for rehearsals and scheduled worship service is \$ _____.

No health benefits are provided. The Director may take up to _____ Sunday/Thursday vacation days with pay. The Music Director may also use up to 3 Sunday/Thursday for illness or personal needs without pay.

The Church will pay the employers portion of social security taxes and provide for withholding of the social security taxes during each pay period.

This contract can be modified upon written request of the Staff Parish Relations Committee at any time.

Music Director _____ . Date: _____

Pastor _____ . Date: _____
Mt. Zion UMC

Chairperson _____ . Date: _____
SPRC