



Job Description

POSITION TITLE: Director of Music

REPORTS TO: Pastor, Staff-Parish Relations Committee

STATEMENT OF ACCOUNTABILITY:

The Director of Music has the responsibility for coordinating and planning the music for Sunday Worship at 10:00 am. This person is the director of the Chancel Choir and Chime Choir and is responsible for the performance of each of these groups in all their settings. To provide for:

1. Enhancement of the worship experience of the congregation by the presentation of quality musical offerings that include a broad variety of musical expression.
2. Participants to express praise and other aspects of their Christian faith through music.
3. Fellowship among those participating in the music programs.

HOURS INVOLVED: Part-Time Position (hours per week negotiable)

SALARY RANGE: \$16,000-\$20,000

MAJOR DUTIES:

1. Work with Pastor to choose music.
2. Recruit musicians
3. Select the music for and conduct the Chancel Choir and Chime Choir, including rehearsals and worship service
4. Coordinate the music for special services such as Thanksgiving Eve, Christmas Eve, and Holy Thursday.
5. Prepare the Chancel Choir for two special musical presentations:
 - a. Christmas
 - b. Easter
6. To assure that soloists and other small groups are available for services as needed. Their music may be reviewed by the Director prior to presentation.
7. To coordinate the music program of the church with the Pastor, children, youth and handbell choirs, and Kingdom's Keyboards.
8. To work cooperatively with the church organist and others who may serve as accompanists for choirs.

9. To assist in coordinating the music program with other church staff and the Worship Committee.
10. To function as a resource person for music in the church arranging for special music, when requested, at church functions and special services.
11. To be supervised by the Pastor.

MINIMUM POSITION QUALIFICATION:

Education: Bachelor's degree in music or commensurate experience as an adult choir director.

Skills: Knowledge of and experience with music in worship and an awareness of Christian music. Effective communication skills. Basic understanding of computer functions, including word processing, email correspondence, and other simple software programs.

Please submit a letter of interest and résumé/CV to pastor@grace4denver.org by August 22, 2022.

Grace United Methodist Church
4905 E. Yale Avenue, Denver, CO 80222
www.grace4denver.org

The Rev. Seth O'Kegley-Gibson (he/him), lead pastor
Pat Horton (she/her), chair of the Staff Parish Relations Committee

Rev. July 25, 2022