

Position Overview

The position is **Part-Time (10-12 hours per week)** and involves serving as the primary musician for Westminster's ministry life, leading music during Sunday worship, special services, and choir preparation. Additional presence in preschool, funerals, and weddings as available.

Reports to: Lead Pastor and Staff-Parish Relations Team

Primary Responsibility

The Director of Music Ministries will lead, develop, implement, and coordinate Westminster's music ministry with all age groups. This role is designed to inspire individuals toward a personal relationship with God and encourage discipleship in accordance with their baptismal vows through **prayers, presence, gifts, service, and witness.**

Expectations

Musical Leadership

- Serve as the **primary musician** for Westminster's worship life, leading congregational music during services.
- Congregational hymns and songs will be **selected by the Lead Pastor in consultation with the Director of Music Ministries.**
- Provide **instrumental leadership** through proficient playing of keyboard instruments (piano, electronic piano, electric keyboard, and/or organ).
- Identify and prepare **substitute musicians** in your absence to ensure seamless worship experiences.

Worship Collaboration

- Work **closely with the Lead Pastor** to design worship services that align with the liturgical season, sermon themes, and congregation needs.
- Assist in selecting hymns and special music that **enhance the worship experience.**
- Ensure that all music selections reflect theological depth, accessibility for congregational singing, and variety across musical styles.
- Contribute to the development of creative worship expressions through **instrumental, vocal, and ensemble offerings.**

Choir & Ensemble Development

- Serve as the **primary director of the Sanctuary Choir**, developing singers of all ages and musical abilities for participation in worship.
- Select and direct a **variety of musical styles**, including classical, traditional, contemporary, gospel, and praise music.
- Develop and support **diverse musical ensembles**, as interest and availability allow, including:
 - Handbell choirs
 - Instrumental groups
 - Vocal soloists
 - Contemporary worship teams
 - Youth and children's choirs
- Encourage and **mentor musicians and vocalists**, fostering a culture of growth within Westminster's music ministry.

Special Worship & Events

- Serve as the **primary musician for church-related weddings and funerals**, with the first right of refusal for all on-campus services.
- Participate in and provide music for:
 - **Vacation Bible School (VBS) and Summer Programs** where music can enhance the ministry as availability allows
 - **Preschool Ministry**, linking music ministry and preschool programming throughout the year, sharing Chapel responsibilities with the Pastor and Director of Children & Family Ministries as availability allows
 - Special services including **Christmas Eve, Easter, Good Friday, Holy Thursday, Palm Sunday, Pentecost, Graduate Recognition Sunday, and All Saints' Sunday**.

Administrative & Logistical Duties

- Maintain the **on-site church music library**, selecting, ordering, and cataloging new pieces for use.
- Oversee the **care and maintenance of musical equipment** in collaboration with the Church's Trustees.
- Enlist and contract **guest musicians** as needed to supplement music ministries.
- Share responsibility with the Church Administrative Assistant for:
 - Managing **choir rosters** and contact information for members and participants.
 - Coordinating **communication with ensemble participants** and general church staff.
- Work with the **Safe Sanctuaries Team** to ensure Westminster's Safe Sanctuaries policies are followed, particularly in ministries involving children, youth, and vulnerable adults.
- Participate in and stay connected with **Sound District and North Carolina Conference (NCCUMC) Music Ministry events** as available.
- Provide **budget oversight** and coordinate financial needs related to music ministries.

Communication & Collaboration

- Maintain **regular communication** with the Pastor, staff, and church leadership team to align music ministry with broader church goals.
 - Attend staff meetings as needed to ensure a **collaborative and unified ministry approach**.
 - Perform **other duties and responsibilities** as deemed necessary by the Pastor.
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Working Hours

- **10-12 hours per week**, including:
 - **Sunday Worship Preparation & Service (5-6 hours)**
 - **Additional time for rehearsals, meetings, and administrative tasks (5-6 hours).**
 - Required special services include:
 - Christmas Eve (evening services)
 - Easter
 - Good Friday
 - Holy Thursday
 - Palm Sunday
 - Pentecost
 - Graduate Recognition Sunday (May/June)
 - All Saints' Sunday (1st Sunday in November)
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Qualifications

- Personal faith that expresses a relationship with the **Triune God** and seeks to live as a follower of Jesus Christ within the beliefs, practices, and polity of the **United Methodist Church**.
- Emphasis on **performance and direction of choral music** within a church setting.
- **Formal education** in music performance and direction is a plus.
- Demonstrated ability to **work with all age groups and varying levels of musical experience**.
- Proficiency in playing **keyboard instruments (piano, electronic piano, electric keyboard, and/or organ)**. Additional instrumental skills are a plus.
- **Proficiency in organ playing preferred but not required**.
- Comfort and adaptability with various styles of music, including but not limited to **United Methodist hymnody, contemporary praise and worship, gospel, traditional, and classical music**.
- Strong **communication and leadership skills** for equipping and developing choir and ensembles using **appropriate technology and media**.

- Experience and character references will be checked.
 - **Please provide:**
 - Three references attesting to your **character, musical ability, and leadership skills**.
 - Samples of performance and leadership (streamed links preferred where possible).
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Compensation

- **\$15,000 annually** for 10-12 hours per week, paid monthly via direct deposit.
- Salary may **increase based on additional responsibilities, expanded worship services, or increased availability**.
- Compensation for all weddings and funerals is via **honorarium**. You are encouraged to publish a **requested honorarium** in the Church's Fee Schedule.
- Vacation: **Two work weeks per year**, with additional time granted based on length of service. **Substitute musicians must be arranged for planned absences.**