

Director of Music and Worship

Frankfort First United Methodist Church seeks a passionate and enthusiastic individual to serve as our Director of Music and Worship. The person holding this staff position will be the overall leader of the music ministry of the church, and explicitly organize, plan, and lead the music and worship activities of the traditional worship services each week, including all scheduling, organization, planning and facilitation of individuals involved in the services. This person must maintain a passion for music and worship, and an interest in developing, sustaining, and administering a strong healthy church music and worship program for all ages. This person must lead and work well with adult, children, and youth choirs (including handbells), soloists, instrumentalists, and other groups/programs that relate to music and the arts. If you are looking for an exciting opportunity to make a difference and to serve in a dynamic and growing church community, we encourage you to apply for this position.

Hours: 30 hours per week

Duties and Responsibilities

- Direct and/or supervise the choral ensembles at the church for various age levels. This includes children, youth, and adult vocal choirs. In addition, they will direct and/or supervise the instrumental ensembles of the church. This includes handbells and any instrumental ensembles put together for specific events or services.
- Ensure the appropriate music, both vocal and instrumental, is presented at each service of traditional worship. It is expected that the church offers the best possible music program with our available resources. They will work with staff members to see that effective ministry and witness are proclaimed.
- Train and schedule volunteers to operate the sound, light, videography, and projection equipment for the traditional service, and be willing to enlist the help of multiple people within the church to fill the many roles needed in this capacity.
- Organize and present some special musical programs throughout the year that feature the work of the choirs and/or talent from our congregation, generally correlating with special times in the liturgical year, for both traditional and contemporary services.
- Collaborate and coordinate with a team of church members to see that the sanctuary and Asbury Hall are appropriately adorned for the various seasons of the church. Extra time and preparation is included for the Christmas and Easter celebrations.
- Be in charge of maintenance of the pipe organ, pianos, harpsichord, handbells, sound/audio equipment, lights, projection equipment, and other related musical instruments. The Director recommends to the Trustees any needs pertaining to repairs, replacement, or other music supplies. The Director of Music and Worship is

to keep the church council aware of needed additions of music instruments and supplies required to effectively carry out the ministry of music.

- Make all efforts to attend weekly staff meetings and Church Council meetings.
- Oversee and set up committees when necessary to carry out the various programs of the music ministry.
- May be asked to be involved at the Conference and District levels. This may include music leadership and/or participation of one or more of the church choirs or ensembles.
- May also serve on other Church committees when deemed appropriate.
- Will function as the direct supervisor for the Director of Contemporary Worship. (The flow of responsibility and accountability is: Senior Pastor -> Director of Music and Worship -> Director of Contemporary Worship.)
- Expected to work with the Director of Contemporary Worship to create a cohesive music ministry for the church.
- Expected to participate in contemporary worship services as requested. (Occasionally, not weekly.)
- Expected to also carry out other duties as assigned by Senior Pastor.

Work Schedule

A regular work schedule, and office hours on-site at the church, will be kept and clearly communicated with the Senior Pastor and the church administrative assistant. This person shall have availability for consultation with staff, church leaders, choir members, etc. on a regular basis. The music ministry requires a commitment to Christ and His church. As a full-time employee of the church, an average of thirty hours (30) per week is expected. The weekly working schedule may vary due to meetings, church events, and rehearsals. The weekly working schedule must be communicated to, and agreed upon by, the Senior Pastor.

This is a full-time position. The salary and benefits for the Director of Music and Worship position shall be subject to final approval by the Staff/Parish Relations Committee (SPRC) of the Church, pursuant to Frankfort First UMC personnel policies and procedures.

NOTE: As stated in the Frankfort First UMC personnel policies and procedures, under Kentucky law, for purposes of Unemployment Insurance (UI), this position is a non-covered/exempt position, meaning that the person in this job position, as a church employee, is not covered by Unemployment Insurance (UI) benefits.

Resumes can be sent electronically to Patricia MacDonald at pmacdonald621@gmail.com or they can be mailed to First United Methodist Church, 211 Washington St., Frankfort, KY 40601.