



**GLENMONT UNITED METHODIST CHURCH**  
12901 GEORGIA AVENUE, SILVER SPRING, MD 20906

**POSITION DESCRIPTION**  
**DIRECTOR OF MUSIC/ORGANIST**

Terms and conditions of this agreement are subject to the *Personnel Policies and Procedures Manual* adopted by the Church Council, as amended, and administered by the Staff Parish Relations Committee. The **Director of Music/Organist** is considered an employee subject to Federal and State withholdings and FICA.

**EDUCATION & MUSIC EXPERIENCE:**

- Bachelor's Degree or Graduate Degree in Music
- 3-5 years experience leading a comprehensive church music program and choral conducting
- A demonstrated knowledge of traditional and contemporary music repertoire and the liturgical year, ideally with knowledge of United Methodist worship and liturgy
- Proficient in organ and piano
- Proficient in various applications used in music

**MAJOR DUTIES AND RESPONSIBILITIES**

- Direct all aspects of recruiting, developing, rehearsing, and conducting/leading: adult choir, youth choir/band, and bell choir; provide accompaniment for these groups
- Must be available on Sunday mornings for worship services and for weekly choir rehearsals, plus additional rehearsals as required for special services
- In consultation with the Pastor, prepare the music for weekly worship services and all church holiday-related worship services including Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Christmas Eve, and other special services as scheduled
- Attend and participate in Church Staff and Worship Ministry Team meetings to align musical selections with the sermon series/Church Season
- Supervise, direct, and support the work of any guest musicians
- Report to the Trustees the condition and needs for the maintenance of the church organ and pianos (tuning of sanctuary and choir room pianos twice annually, before Easter and Christmas)
- Supervise the organization and inventory of the music library
- Operate within the allocated budget for the Music Ministry
- Provide organ and/or piano music at regularly scheduled Sunday worship service
- Provide a varied selection of preludes, postludes, and offertories on a weekly basis, in addition to scheduled anthems, hymns, and responses

- Begin the prelude five minutes before worship service
- Be available for the following special services: Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Christmas Eve, and other special services as scheduled
- Provide the title of prelude and postlude in the bulletin for all services

### **SPECIAL PROVISIONS:**

Weddings, Funerals, and Memorial Services: The Director of Music/Organist is offered the first opportunity to play all weddings, funerals, and memorial services at Glenmont UMC. The Director of Music/Organist may set fees of \$250 for Glenmont United Methodist Church members' weddings, funerals, and memorial services. For non-members, the fee will be agreed upon between the organist and clients, taking into consideration preparation time and rehearsals.

### **ATTRIBUTES FOR SUCCESS**

- Ability to lead people of all ages in music-making experiences so that they may grow in understanding the Christian faith and music's role in that faith
- A self-starter who has a heart for creatively expanding opportunities for worship, discipleship, and outreach through musical worship
- An individual who is open to giving and receiving honest feedback without conflict
- Able to engage the congregation creatively and dynamically in worship and develop others to serve according to their gifts and capabilities
- Has effective communication skills for interacting with the congregation, choirs, and other staff members
- Views music as ministry and has a shared vision for where God might be calling our congregation and our musicians to grow in new expressions of worship