



# HAYGOOD UMC: Traditional Music Minister (Staff)

## 1. QUALITIES OF HAYGOOD EMPLOYEES

- Demonstrates a clear and evident testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Demonstrates a clear commitment to the mission, vision and worship philosophy of the church.
- Has demonstrated excellence in their ministry.
- Demonstrated self-starter and team player with a positive outlook on their ministry.
- Has a regular and active prayer life.
- Works to maintain the safety, security and confidentiality of the church and its members.
- Ability to learn, interact with, and leverage church software and current technologies when needed.
- Have sound moral character, exemplifies the Christian life to others.
- Be exceptional in inspiring volunteers to provide for all aspects of Haygood's Ministry.
- Actively engaged in the life and ministry of the church
- Pass a background check.

## 2. PRINCIPLE FUNCTION

- In partnership with the senior pastor, provide cohesive and vibrant traditional worship services, ultimately encouraging and equipping faithful discipleship.
- Be a Christian shepherd as well as a musician to the worship team and congregation.
- Develop & maintain a rich music ministry that serves current and growing membership in line with the mission and vision for the church.

## 3. RESPONSIBILITIES

- Work with the pastors and other staff and volunteers in the planning and selection of music for traditional worship services and seasonal programs so that it celebrates and reflects the whole life of the congregation.  
Prepare or supervise the preparation of the vocal choir, handbell choir, and musical ensembles for regular participation in traditional Sunday morning worship and special services throughout the church year. This includes, but is not limited to, weekly rehearsals.
- Recruit new people for the vocal choir, handbell choir, and other musical ensembles as the need or opportunity arises.
- Ensure the maintenance of the traditional music library; select and purchase new music for the vocal choir and musical ensembles.
- Provide an adequate substitute when on vacation from regular duties or when scheduling conflicts arise with a special worship service.
- Ensure proper care and service of all pianos, the organ, handbells, and any other church-owned instruments used in traditional worship.

- Ensure that regular communication is provided to the choirs, ensembles, and congregation by way of the written, e-mail, text and phone calls.
- Provide or coordinate music for weddings, funerals and celebrations associated with the church.
- Explore the development of a children’s music program in the church and/or pre-school.
- Develop an annual budget submission to the Leadership Board and manage all resources provided within the guidelines and procedures provided by the Leadership Board.
- Familiarize themselves with United Methodist resources, facilitate their use, and be able to recommend appropriate resources for educating all age levels and faith stages about worship life.
- Attend staff meetings and planning sessions
- Reports to the senior pastor and the Leadership Board

#### 4. REQUIREMENTS

- Part time: Average of 12 hours a week with seasonal variation
- Location: Church
- Training: Music Degree preferred
- Experience: Experience leading congregational worship experiences
- Track record of excellence in music ministry growth with a gift for inspiring volunteer engagement.
- Must possess administrative and management skills to direct a music ministry, including management of singers, musicians and other resources.
- Useful skills for this position are: the ability to listen to and communicate with people of all ages, interest in a wide range of worship experiences, interest in music and other worship-related arts, strong sight-reading skills, skills for researching worship issues and sensitivity both to what makes worship effective and ways people relate to God.

#### 5. COMPENSATION PACKAGE

- Salary: \$13,000 to \$15,000
- Vacation: 2 weeks
- Insurance: No
- 401K: No
- The Director of Traditional Worship Music shall be permitted to use the church's facilities for private instruction. Times of instruction and use of facilities, according to the Church Use Policy, shall be scheduled in advance so as not to conflict with the church's programs. The Director of Traditional Worship Music shall be solely responsible for the collection of fees and all accounting and taxation obligations that arise from the self-employed income received from private teaching.
- Continuing Education: The Director of Traditional Worship Music is encouraged to be involved in a continuing program of enrichment such as Fellowship of Methodist Musicians or other appropriate conferences and workshops. Time away from the church for participation in such events shall be scheduled with the Senior Pastor in advance.