

Willow Hill United Methodist Church Director of Traditional Music Ministry

This position is part of the directing staff at Willow Hill and is supervised by the Pastor.

General overview of duties listed under high level categories of responsibilities.

Worship Services for Traditional Service

- Select music for Sunday's traditional service and musical programs/special worship services during the year, in consultation with the pastor
- Identify, recruit, and equip people for the music ministry
- Research, coordinate, and supervise special guest artists and bookings in conjunction with the Director of Contemporary Music Ministry
- Schedule rehearsals as needed

Choir

- Provide choral direction for the Sunday traditional service and other assigned music programs and special worship services during the year. Required holiday services include: Christmas Eve services, Ash Wednesday, Maundy Thursday, Good Friday
- Identify, recruit, and equip people to serve in the choir, including but not limited to rehearsal, spiritual development, and fellowship.
- Plan and select music, in consultation with the pastor, for worship services and musical programs
- Prepare the choir to sing for at least three services per month, September through May, and for special worship services during the year
- Serve as the song leader, or recruit volunteers, for hymns during the Sunday Traditional Service.
- Supervise the organization and maintenance of all choir and vocal music in the Willow Hill Music Library in conjunction with the Director of Contemporary Music Ministry

Snyder Village

- Coordinate and supervise pianists
- Recruit and organize music volunteers

Supervise and Evaluate Music Staff

- Church Pianist
- Church Keyboardist

Administrative

- Attend weekly staff or meet with the pastor to discuss worship services
- Recommend/approve purchases of music equipment, supplies, and other music ministry purchases. Consult with the trustees regarding major purchases.
- Manage piano maintenance

Personal Characteristics

We are seeking Christ-centered individuals who exhibit an excitement and commitment to the mission, values, strategies, and overall vision of Willow Hill UMC as well as are team players who work well with other members of the church staff and who have proven effectiveness in working with volunteers

This position is for up to 10 hours per week. If skill set and interest is present, this position can be combined with our Director of Traditional Music to become a part-time salaried position.