

TRADITIONAL MUSIC MINISTRIES JOB DESCRIPTIONS & COMPENSATION

CHOIR DIRECTOR

Reports to Sr. Pastor and Staff Parish Relations Committee

Time: 15-20 hours/week (*average over a year*)

Education: Degree in Music, preferably a Master's Degree in Music and minimum 3 years' experience

Job Requirements:

- Have a continuous positive attitude about life
- Must be a committed Christian
- Willingness to work closely with Clergy, colleagues and volunteers

Administrative:

- Participate in Administrative Board Meetings as needed
- Participate in Worship Planning Meetings if possible
- Track finances and budget related to the Choir

Duties:

- Responsible for planning, rehearsing and directing music for Traditional Sunday Worship Services, Special Worship Services, Weekly Rehearsals, Christmas and Spring Concerts
- Select music so the Choir can work 4 weeks in advance
- Search for appropriate new music for the Chancel Choir and any sub-groups, (Men's Chorus, Women's Chorus, etc.)
- Confirm accompanists are available and scheduled for all rehearsals and services
- Confirm pianos are tuned on a regular basis

Benefits: *Pay equal to education and experience*

- Annual Salary range: \$27,000 – \$33,000 plus \$1,500 Continuing Education
- 3 weeks paid vacation, 1 Sunday off for Continuing Education
- Pension benefits are available
- Health Insurance benefits are available for full time staff.



TRADITIONAL MUSIC MINISTRIES JOB DESCRIPTIONS & COMPENSATION

BELL CHOIR DIRECTOR

Reports to Sr. Pastor and Staff Parish Relations Committee

Time: 7.5 hours per week, September through May (*9 months*)

Job Requirements:

- Have a continuous positive attitude about life
- Must be a committed Christian
- Willingness to work closely with Clergy, colleagues and volunteers
- Knowledgeable about handbell techniques

Administrative:

- Search new music for appropriate ensembles, music for bells with choir/other instruments, etc.
- Track handbell budget
- Keep the handbells and Choir chimes in good repair
- Maintain handbell/Choir chime music files

Duties:

- Responsible for planning, rehearsing and directing music for Traditional Sunday Worship Services, Special Worship Services, Weekly Rehearsals, Christmas and Spring Concerts
- Research new music

Benefits: *Pay equal to education and experience*

- Annual Salary Range: \$7,000 - \$9,000, plus \$1,000 for Continuing Education
- Health Insurance benefits are available for full time staff.



TRADITIONAL MUSIC MINISTRIES JOB DESCRIPTIONS & COMPENSATION

ORCHESTRA DIRECTOR

Reports to Sr. Pastor and Staff Parish Relations Committee

Time: 3.5 hours per week, November through March (5 months)

Job Requirements:

- Have a continuous positive attitude about life
- Must be a committed Christian
- Willingness to work closely with Clergy, colleagues and volunteers
- Ability to read and interpret Orchestral scores, helpful to know fingerings, etc.

Duties:

- Responsible for planning, rehearsing and directing music for Traditional Sunday Worship Services (twice a month), Special Worship Services, Weekly Rehearsals, Christmas and Spring Concerts
- Search for new music
- Track Orchestra budget
- Track and maintain church owned instruments
- Maintain Orchestra music files

Benefits: *Pay equal to education and experience*

- Annual Salary: \$2,500 (\$500/month: November through March)
- Health Insurance benefits are available for full time staff.



TRADITIONAL MUSIC MINISTRIES JOB DESCRIPTIONS & COMPENSATION

ORGANIST

Reports to Choir Director, Sr. Pastor and Staff Parish Relations Committee

Time: 15-20 hours/week (average per year)

Job Requirements:

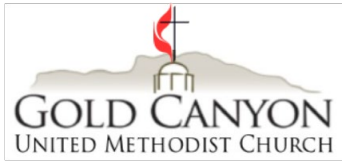
- Education: Degree in music, preferably Masters in Organ Performance
- Minimum 5 years experience as an Organist in a religious setting
- Ability to successfully accompany choirs and soloists on both organ and piano
- Ability to sight read fluently choral music in open score
- Ability to transpose, if/when necessary
- Knowledgeable about music theory, harmonies, music styles, etc.
- Have a continuous positive attitude about life
- Must be a committed Christian
- Willingness to work closely with Clergy, colleagues and volunteers

Duties:

- Responsible for rehearsing/accompanying choir and soloists for Traditional Sunday Worship Services, Special Worship Services, Weekly Rehearsals, Christmas and Spring Concerts
- Confirm organ and pianos are well maintained and tuned – pianos at least every 6 months, the Petrof tuned every 4 month, and the Mason & Hamlin tuned every 6 months
- Track the Keyboard Maintenance budget

Benefits: *Pay equal to education and experience*

- Annual Salary Range: \$24,000-\$30,000, plus \$1,500 for Continuing Education
- 3 weeks paid vacation, 1 week continuing education
- Pension benefits are available
- Health Insurance benefits are available for full time staff.



TRADITIONAL MUSIC MINISTRIES JOB DESCRIPTIONS & COMPENSATION

CONCERT SERIES DIRECTOR

Reports to Sr. Pastor and Staff Parish Relations Committee

Time: 5 hours/week on average (September through April)

Job Requirements:

- Have a continuous positive attitude about life
- Must be a committed Christian
- Willingness to work closely with Clergy, colleagues and volunteers

Duties:

- Research, choose and book a variety of appropriate, quality, faith-based performers
- Respond to all inquiries regarding potential groups wanting to perform at Gold Canyon UMC
- Work with Gold Canyon Arts Council and MountainBrook Village for scheduling of events
- Performers should agree to minimum, affordable fee or 90% of the Offering, whichever is greater
- Publicity: write press releases, provide photos and send to a variety of advertising sources, including Superstition Living, MountainBrook Village, Facebook, Nextdoor.com, GCUMC website, etc.
- Create advertising as appropriate and affordable
- Coordinate with Office Manager to schedule and promote events
- Track Performing Arts budget

Benefits: *Pay equal to education and experience*

- Annual Salary Range: \$4,000 - \$5,000 (September through April)
- Health Insurance benefits are available for full time staff.