

See below. Please email all inquiries and resumes to cumberlandfirst@comcast.net or fax to 317-894-2645

Director of Music

Position Requirements:

- Background in church music with knowledge and experience of a variety of styles
- Keyboard proficiency is strongly desired
- Experience in directing a choir, ensembles, soloists, and handbells
- Commitment to work as a team with other staff members
- Good interpersonal and leadership skills

Duties and Responsibilities:

- Works in cooperation with the pastoral staff to interpret Christian faith through music
- Integrates music throughout the worship service (e.g. anthems, special music, hymns and praise choruses, responsive benedictions) in conjunction with the Minister of Worship and Outreach
- Leads congregational singing for the Sunday morning service
- Recruits and rehearses musicians for special music (e.g. ensembles, choir, instrumental, handbell choir)
- Chooses and procures music appropriate for the choir, ensembles, and other special music with a commitment to progressive faith understandings
- Prepares and arranges for Special Music and Special Events as needed, including musical guests in worship and special seasons in the church's life (e.g. Advent, Christmas, Easter)
- Negotiates keyboard accompaniment responsibilities with the pianist/organist. Finds replacement pianist when needed.
- Establishes and implements a long-range plan and schedule for the music program in cooperation with the pastoral staff. The plan and calendar will be shared with the congregation.
- Utilizes volunteers in the administration of the music program (e.g. maintaining music room and music library)
- Performs other duties as assigned and agreed upon

Projected Weekly Hours and Use:

HOURS

• Rehearsal preparation (e.g. Thursday choir, ensemble, bell, soloist) 5:30-6:30 pm	1
• Rehearsals (e.g. Thursday choir, ensemble, bell, soloist) 6:30-9:00 pm	2.5
• Sunday morning church service 9:00 am – 12:00 pm	3
• Mid-week prep, phone calls, email, music selection/ordering, staff coordination	2.5
• Long-range planning of music program and schedules	<u>1</u>
	10

Job Classification and Benefits:

- This position is classified as Special Staff per the Personnel Guidelines and subject to performance evaluations as detailed in the Personnel Guidelines
- Reports to the Minister of Worship and Outreach
- Paid vacation will consist of two weeks (2 Sundays plus 2 weeks prep/rehearsal) to accrue at the rate of one week (1 Sunday plus 1 week prep/rehearsal=10hours) every six months
- Sick leave, bereavement leave, retirement, and medical coverage are not offered for this position

Salary:

\$15-\$17 per hour