

Job Description: Director of Music

[Church Name] · Approved by SPRC [date] · Reviewed [date]

Reports to: the pastor **Works with:** [worship committee / accompanist / AV team] **Classification:** [full-time / part-time] · [exempt / non-exempt — see above] **Hours:** [] per week, including rehearsal and Sunday **Compensation:** [rate], reviewed annually with the budget **Additional services:** weddings and funerals are compensated separately at \$[] per service [state whether the church or the family pays, and whether the director has right of first refusal]

Purpose

To lead the congregation's sung worship, in partnership with the pastor, so that the music serves the liturgy rather than competing with it.

Core responsibilities — FULL TIME (30–40 hrs)

Worship - Plan music with the pastor on a stated cycle [weekly / monthly / seasonally], in keeping with the lectionary or the church's planning practice. - Play and/or direct at [] weekly services. - Select, purchase, and manage music within the approved budget. - Maintain the music library, licensing, and copyright compliance.

Ensembles - Direct the chancel choir: [] rehearsals weekly, plus seasonal preparation. - Develop and direct [handbells / children's choir / praise team / instrumentalists]. - Recruit and retain singers and players — this is a year-round pastoral task, not an August one.

Instruments and equipment - Oversee tuning and maintenance of organ and pianos; recommend a schedule and budget to the trustees. - Coordinate with the AV/sound team.

Seasonal - Plan and prepare Advent/Christmas and Lent/Holy Week/Easter, including any additional services and rehearsals.

At HALF TIME (15–20 hrs) — what changes

Keep: Sunday worship, one weekly rehearsal, planning with the pastor, the music library and licensing, seasonal preparation.

Cut or move: additional ensembles reduce to one; children's choir becomes a seasonal project or moves to a volunteer; instrument maintenance coordination moves to trustees; recruiting becomes shared with the worship committee.

Write down the **weekly rehearsal night** and hold it. It is the first thing other church activities colonize.

At QUARTER TIME (8–10 hrs) — what changes

Realistically: Sunday morning, plus planning and preparation time. That is it.

Keep only: playing/leading Sunday worship, selecting music, and personal preparation time — **which must be counted**. An organist does not sight-read a prelude; if the church counts only the time it can see, it is paying for about half the work.

Everything else moves: no weekly ensemble unless separately compensated, licensing and library to the administrator, instrument maintenance to trustees, seasonal services negotiated individually with additional pay.

At this size be explicit about **Advent and Holy Week**: they are not absorbed. Say now whether extra services are additional pay or scheduled comp time.

Qualifications

- Keyboard and/or choral competence appropriate to the church's music [be honest about the instrument – a tracker organ and a praise band need different people].
- Ability to work collaboratively with clergy and volunteers of mixed ability.
- [CHOOSE: degree or equivalent experience; membership is generally *not* required – decide deliberately.]

Screening

Background check required. [Add Safe Gatherings-type training if the role includes directing children's or youth ensembles – it usually does, and this is routinely overlooked because the role reads as musical rather than as youth work.]

Working conditions

Sunday mornings, weekly evening rehearsal, additional services in Advent and Holy Week, and occasional weddings and funerals at short notice.

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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