

- Be aware of available literature and materials related to music and maintain music libraries for choirs, organist, soloist, etc.
- Assist in the development of a music program budget.
- Recruit and maintain section leaders (soloists) for the Chancel Choir; preferably from surrounding Colleges/Universities.
- Maintain a current list of all accompanists (pianists or organists) available for use in the music program of the church and as substitutes for the organist.

### **Supervisory Responsibilities**

Supervision of Choir activities, hand-bell ministry, special music, and various other musical activities as determined by the church's annual calendar of events.

### **Education and/or Experience**

Preferred experience in music performance, music direction, music education, and choral performance. Doctoral level students are preferred with the ability to commit to the position of Music Director for 3 years.

### **Knowledge, Skills, and Abilities**

Ability to read and interpret music to the choir and various music ministries.

### **Work Environment**

Mainly works indoors in the choir room, sanctuary, or fellowship hall. This position requires evening and weekend meetings as required by the functions of the church. Primarily Wednesday evening choir practice and Sunday morning worship service are the two prominent and static weekly events.

**Note: The duties listed above are intended only as a general description of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement; it is subject to change as the needs of Centenary United Methodist Church change and requirements of the job change.**

\*Selected applicants must pass a background check as directed by Florida Conference of the United Methodist Church policy.\*