

Clarendon UMC Music Staff Job Announcement

Clarendon United Methodist Church is seeking a 20-hour per week Associate Director of Music and Worship.

God has richly blessed Clarendon UMC with a vibrant ministry of music! The music program is one of the primary vehicles for: drawing persons to this church and helping them connect to the faith community; nurturing Christian spiritual development; building relationships; and providing an outlet for sharing one's faith with others. Our Music and Worship staff has a heart for Christ and a passion for using the creative arts to realize the vision that God continues to reveal for this church.

There are two Associate Directors of Music and Worship (ADMW) under the supervision of the Director of Music and Worship. Each is a 20-hour-per-week position with the flexibility of some being remote. We are seeking to fill one of these roles. Duties and Responsibilities are outlined below, but may be tailored to the gifts and abilities of the candidate.

Education and Experience Requirements:

- Minimum of Bachelor's degree in Music, prefer advanced degree
- Minimum of 5 years experience in church music ministries
- Commitment to Jesus Christ and an ability to use music as a vehicle to allow others to explore and deepen their own relationship with him
- Knowledge of the foundations of music education, vocal technique, choral conducting and rehearsing
- Knowledge of and experience with both traditional and contemporary worship styles and practices
- A theological understanding with respect to the church that is sufficient to appropriately select music and use it as a means of Christian education and spiritual growth
- An enthusiastic and energetic disposition with strong leadership skills and a high level of overall musicianship
- Gifts in communication and organization to effectively assist in organizing a program with over 120 participants
- Experience with or willingness to learn: Google Apps for Business (Calendar, Drive, Docs, Sheets, Forms), Finale, Planning Center Online, ProPresenter
- Ability to work cooperatively with other church staff and laypersons to accomplish goals
- Excellent verbal, written and interpersonal communication skills

- Physical requirements: Light lifting, ability to handle early morning or late evening engagements on occasion

Areas of Responsibility:

- Provide leadership and administration for the Chancel Choir
 - Prepare for and lead weekly rehearsals on Thursday evenings from 8:00-9:30pm (September through June) and on select Sunday mornings from 9:30-9:55am (July and August)
 - Lead the Chancel Choir at the 10:00 am worship service 1-2 times a month
 - Regularly communicate with members to ensure that everyone knows the expectations, rehearsal times, and performance dates
 - Maintain choral music library (including database of anthems)
 - Purchase necessary supplies, materials and music within the approved budget and prepare yearly budget requests
 - Organize and equip volunteers necessary to provide support to the choir
- Provide leadership and administration for the Praise Band
 - Assist in leading bi-monthly rehearsals on Tuesday evenings from 7:00-9:00pm
 - Schedule band musicians and send scheduling reminders, prepare sheet music
 - Maintain Praise Band library—both physical and digital
 - Hire substitute musicians as needed
 - Create congregational song sheets for the contemporary worship songs, as needed
- Provide leadership and administration for Concerts at Clarendon (Messiah Sing-Along, Washington Summer Sings, other concerts throughout the year)
 - Recruit musicians, recruiting support volunteers, marketing, coordinate with Kitchen Lead for receptions
- Collaborate with appropriate staff members on choice of music for worship and other events
- Give pertinent information for the worship bulletin to the administrative assistant in a timely manner
- Report worship song usage quarterly to CCLI and CCS
- Actively look for ways to involve congregants and make worship leading opportunities available to those who are interested

Salary range: \$27,000-\$31,000 commensurate with experience

Interested candidates should email the church office: office@ClarendonUMC.org