

Job Title: Music Director

Mafair United Methodist Church

Position Description

Reviewed November 2025

Job Purpose:

To serve God through Mafair United Methodist Church by developing and directing the church's ministry of music and participating in the total programming of the church, so that the Christian growth of individuals and the church as a whole are enriched.

Role:

To organize, manage, and direct the music programs (Chancel, Youth, and Children's choirs) of Mafair United Methodist Church.

Accountability:

The Music Director works under the general and direct supervision of the pastor and in concert with staff and laity, with adherence to the Mafair Personnel Policy, responding to direction from the Staff-Parish Relations Committee, so that the total ministry of the church can be realized through effective planning and successful implementation of programs.

Expectations:

- 1) Shall be a disciple of Jesus Christ.
- 2) Shall have a working knowledge of the local church as it supports the overall vision of The United Methodist Church.
- 3) Shall possess appropriate interpersonal skills allowing for cooperative interaction with all people and personalities.
- 4) Shall possess and exercise organizational and time management skills.

Wage Classification and Hours:

- 1) Wage Classification:
 - a) Part-time.
 - b) Hourly, non-exempt.
 - c) Paid 47 weeks per year, with 5 weeks mandatory unpaid vacation, in alignment with part-time roles at Mafair UMC.
- 2) Position of 16 hours per week, typically:

- a) Sunday mornings (Staff meeting/devotion, set up, choir warm up, & worship service)
 - b) Wednesday nights (Prep time, Children's & Youth Choirs, Chancel Choir, Summer Choir Activities)
 - c) Weekly Worship Planning meeting
 - d) Preparation for ensembles, hymn and anthem planning, communication with musicians, creation of practice recordings as necessary, CLC/committee meetings, and various administrative tasks (on and off-site at Music Director's discretion)
- 3) Allowance for Special Worship Services, typically 3 additional hours per service for:
- a) Ash Wednesday
 - b) Maundy Thursday
 - c) Good Friday
 - d) Longest Night
 - e) Christmas Eve
 - f) Funeral/Memorial Services
- 4) Cantatas & other special events to be negotiated depending on size and scope of rehearsals, performance, administration, planning & logistical tasks.

Responsibilities:

Responsibilities of the Music Director include, but are not limited to, those listed below. Other duties may be assigned or requested by the pastor or Staff-Parish Relations Committee.

- 1) Develops, directs, and maintains a graded choir program (Chancel, Youth, and Children's) by:
 - a) Encouraging and recruiting all members of the congregation to serve God and the church through participating in the music program.
 - b) Rehearsing and training choirs toward a high level of proficiency as a means of communicating the word of God effectively, providing a stimulus for spiritual growth, and giving members a sense of pride in their choir work.
 - c) Providing musicians basic musical and vocal training as needed for choir participation.
- 2) Works with the staff and the Worship Committee in planning and leading varied and meaningful worship experiences by:
 - a) Working closely with the Pastor to coordinate music with the sermon topic or worship theme for Sunday morning worship.
 - b) Coordinating music activities with pianist / organist.
 - c) Coordinating all music to be used in other worship experiences, including weddings and funerals (as needed).

- d) Serving as a professional staff advisor to the Worship Committee and attends quarterly meetings.
- e) Providing leadership for involving musical and nonmusical talents of the congregation in planning and leading worship.
- f) Providing leadership in planning special worship services.
- 3) Stimulates congregational participation in the music program of the church by:
 - a) Educating members in appreciating the beauty, worth, and history of church music.
 - b) Exploring ways music can enhance all aspects of the church program.
- 4) Participates in the church's program of outreach through the participation in bell and choral festivals, hymn fests, Holston Annual Conference, and community programs.
- 5) Maintains and updates the music library.
- 6) Maintains instruments in good repair and tuning as provided through the budget. Supervises the use of all musical instruments and equipment for all worship services, recitals, weddings, and funerals.
- 7) Administers the music budget as outlined by the Finance Committee.
- 8) Works with the organist and pianist to arrange for a guest accompanist when the regular organist or pianist is absent.
- 9) Arranges for a substitute director when absent.
- 10) Maintains an open, warm, and responsive personal contact with the church membership.
- 11) Maintains professional competence in the area of music and worship through continuing education seminars, conferences, and personal practice time.
- 12) Attends meetings of the Church Leadership Council and shares in the overall planning of the music program of Mafair United Methodist Church.
- 13) Attends and participates in the pastor's staff meetings.

Goals/Visions:

The Mafair staff is expected to establish yearly goals and work toward a vision that is in alignment with the mission and vision of the church. The mission, goals, and beliefs are established by the Church Leadership Council and are reviewed, revised, and updated as appropriate.

Church Mission

Making disciples for Jesus Christ by sharing God's unchanging message with a changing world.

Church Goal

Mafair aims to be a contemporary church meeting the needs of people while holding on to the Biblical truths in the United Methodist tradition.

Church Beliefs

Mafair is a Christian congregation whose faith is grounded in Jesus Christ as Savior, as revealed through Scripture. We believe our faith must express itself in actions that demonstrate we are children of God whose Wesleyan understanding of Scripture, tradition, reason, and experience leads us to reach out to others with the Good News of the Gospel. We live as family members who share together in learning, fellowship, joys and sorrows.

Goals:

- 1) Identifies both short-term and long-term goals for ministry.
- 2) Reviews and updates these goals throughout the year and revises as needed.
- 3) Sets new goals to allow for improvement into each year.
- 4) Works collaboratively with other staff members in reaching the mission of Mafair.
This includes prioritizing programming in order to reach the church's mission.
- 5) Conducts a yearly self-evaluation, reviews this with the pastor, and makes revisions as appropriate. (The pastor establishes the timeline for each self-evaluation review.)
- 6) Participates in yearly continuing education events within the ministry area so as to increase knowledge and stimulate both personal and professional growth.
- 7) Participates in yearly joint staff continuing education events as established by the pastor.

Vision:

- 1) Establishes an overall vision for the ministry area.
- 2) Develops programming that can be utilized in reaching that vision.
- 3) Works with the pastor and laity in developing and accomplishing the short- and long-term vision for the church.
- 4) Enlists and equips volunteers for the ministry area so that the goal of achieving the vision can be attained.