

**Job Description: Music Director**  
**Wallingford United Methodist Church (WUMC)**

WUMC is a small, progressive, open and affirming, and intergenerational church located in the Wallingford neighborhood of Seattle. As an inclusive community, we exclude no one based on their gender and gender expression, sexual orientation, race, socioeconomic background, ability, or religion. The themes and language in our music reflect inclusive, gender-neutral words and themes. To learn more about our church and community, visit [Wallingford United Methodist Church \(wallingfordumc.org\)](http://WallingfordUnitedMethodistChurch(wallingfordumc.org)).

The Music Director's job has six major components:

1. In consultation with the Pastor, plan and implement music for all worship services.
2. Direct the adult choir during weekly choir rehearsals and worship services.
3. Lead congregational singing during worship services
4. Participate in WUMC's monthly staff and Program Team meetings.
5. Supervise the Church Pianist/Accompanist.
6. Manage the music program's budget.

**Major Job Responsibilities**

- In consultation with the Pastor, plan and direct all music for worship services, including the selection of hymns and other music, directing the choir, leading congregational singing and arranging for special guest musicians. Music typically includes hymns, choir anthems, special music, offertory, doxology, prelude and postlude. Sunday worship services are held from 10:00 - 11:15 a.m. Additional services are held on several liturgical days.
- Direct the adult choir during rehearsals and worship services. The choir typically sings the introit and anthem, 3 - 4 Sundays a month (approximately 30 services a year), September through mid-June. A pre-worship rehearsal (9:15 - 9:50) is held on Sundays when the choir sings.
- Lead congregational singing during worship services.
- Conduct weekly choir rehearsals Thursday evenings (7:30 - 9 p.m.), September through mid-June.
- Meet with the pastor monthly to coordinate music for upcoming worship services.
- Participate in WUMC's monthly Program Team meeting focused on managing the church calendar and special events. A remote option for attendance is offered.
- Select or modify music as appropriate for consistency with WUMC policy for inclusive and gender-neutral language.
- Arrange for special music for services when the choir is not performing, including summer and 10-15 other services throughout the year. Special music may be provided by members of the congregation or guest musicians.
- In addition to Sunday worship services, plan and direct music for, and lead congregational singing at special liturgical services including the Christmas Eve (usually 7:00 pm) and Good Friday (usually 7:30 pm) services, and two services on Easter Sunday. When Christmas does not fall on a Sunday, arrange music for the Christmas morning service (attendance is not required).

- Arrange for music and, when appropriate, conduct choir on other occasions that support the mission of the church, such as occasional memorial services, weddings, and community performances.
- Supervise Church Pianist/Accompanist. Provide guidance on selections for prelude, postlude etc.
- Manage the budget provided for music, guest musicians and equipment required to implement the music program.

### **Job Qualifications and Requirements**

- Bachelor's degree in a music field is preferred.
- Experience with Christian/classical/sacred music, choral conducting and vocal coaching.
- Experience in leading a congregation or similar group in singing of hymns or similar music.
- Experience directing music of a traditional/classic canon in the Robert Shaw tradition; composers such as Bach, Mozart, and Brahms; and other musical styles.
- Familiarity with church liturgical calendar and rituals, particularly in the use of music to enhance worship.
- Ability to collaborate and maintain positive relationships with the Pastor, Pianist/Accompanist, choir, lay musicians and the church community.
- Ability to work independently as well as follow directions of supervisor.
- Ability to work with people of diverse ethnic, social, cultural, and economic backgrounds and sexual/gender identities.
- Ability to work with a choir that has diversity in age, musical abilities and tastes.
- Completion of a background check is required for all WUMC employees.

### **Relationships**

- The Music Director is supervised by the Pastor.
- The Music Director supervises the Church Pianist/Accompanist.
- The Staff, Parish Relations Committee (SPRC) is responsible for personnel matters, including performance reviews, pay and benefits.

### **Hours**

- Part-time, non-exempt employee.
- Approximately 10 hours per week. Typically, one worship service per week year-round (Sunday 10:00 - 11:15), one choir rehearsal per week (Thursday 7:30 - 9:00) September through mid-June, one pre-rehearsal on Sundays when choir sings (9:15 - 9:50) and planning time. Extra hours will be required during Christmas and Easter seasons (Christmas Eve, Ash Wednesday and Good Friday services).

### **Location**

- Worship services and choir rehearsals are held at Wallingford United Methodist Church.
- Planning may be performed at a location of employee's choice.

**Pay:** Salaried. Non-exempt.

**Benefits:** Paid personal time off. Holiday pay is not included.

Revised May 3, 2024