Description Date: 7/15/2026
Position Title: Director of Music
Incumbent: Vacant
Status: Part Time/Exempt
Expected Hours for Position Success: Up to 10 hours per week; prior approval is required for additional hours.
Compensation: $30/hour
Reports to: Pastor; the Staff Parish Relations Committee supports the evaluation and compensation process for this role.

Position Overview

The Director of Music leads and coordinates the music ministry of OUMC in partnership with the Pastor, Pianist/Organist, choir members, musicians, church staff, and volunteers. This position supports meaningful, welcoming, and spiritually grounded worship through music for weekly worship, special services, seasonal events, and congregational ministry. The Director of Music is responsible for planning, developing, and strengthening music programs for adults, youth, and children in a way that supports the mission and worship life of OUMC.

The Director of Music must demonstrate a commitment to the mission of the church and work collaboratively to help OUMC remain a vibrant worshiping community with a strong and engaging music ministry.

Essential Responsibilities

- Plan, coordinate, and lead music for weekly 10:00 AM Sunday worship services.
- Select hymns, choir anthems, service music, and special music that support scripture, sermon themes, worship seasons, and congregational participation.
- Plan and coordinate music for special services, events, and seasonal worship, including Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunrise, Easter Sunday, Christmas Eve services, and other services and events as requested.
- Collaborate with the Pastor, Pianist/Organist, church administrator, choir members, soloists, instrumentalists, and other participants to prepare worship music effectively.
- Provide the church administrator with music selections, performer information, and related worship details by required bulletin and communication deadlines.
- Attend regular meetings as requested and appropriate to the role.

- Schedule choir members, soloists, instrumentalists, ensembles, and other performers in advance.
- Conduct regular choir and ensemble rehearsals and communicate rehearsal schedules in a timely manner.
- Recruit, encourage, and train choir members, soloists, instrumentalists, and other musicians with varying levels of experience.
- Plan at least two major special music offerings annually, such as a Christmas cantata, Maundy Thursday music offering, or Easter music program.
- Develop opportunities for children and youth to participate in music ministry, including quarterly worship participation as congregational capacity allows.
- Provide musical direction and coordination for the Pianist/Organist and other musicians, including scheduling, preparation, and worship-related communication.
- Order music and supporting materials within approved budget guidelines and submit invoices to the Treasurer in a timely manner.
- Organize and maintain the music room, music library, and related music ministry materials.
- Develop long-range goals for the music ministry in consultation with the Pastor and submit goals for approval as appropriate.

Required Qualifications

- Bachelor's degree in music, church music, music education, or a related field, or equivalent formal training and experience.
- Experience directing choirs, vocal ensembles, worship music groups, or other musical groups.
- Knowledge of sacred music and the role of music in Christian worship.
- Ability to select music that supports scripture, sermon themes, worship seasons, and congregational participation.
- Strong leadership, communication, planning, and organizational skills.
- Ability to meet deadlines and communicate schedules, music plans, and expectations clearly and in advance.
- Ability to work collaboratively with the Pastor, Pianist/Organist, church staff, volunteers, church members, and choir members of the church.
- Experience recruiting, encouraging, and developing musical talent among volunteers with varying levels of ability.

- Creativity and good judgment in planning music that reflects the needs and interests of a diverse congregation.
- Commitment to the mission, worship life, and ministry of OUMC.

Preferred Qualifications

- Previous experience directing music in a church or worship setting.
- Familiarity with United Methodist worship traditions, theology, hymnody, and practices.
- Working knowledge of scripture and the Christian calendar.
- Experience with worship teams, praise bands, handbells, chimes, instrumental ensembles, or other music ministry groups.
- Experience developing children's or youth music programs.
- Working knowledge of church music copyright, licensing, and use of published music.
- Ability to support a variety of traditional, blended, and contemporary worship music styles.

Schedule, Supervision, and Evaluation

This is a part-time position expected to require up to 10 hours per week. If the church or the Director of Music anticipates work beyond 10 hours in a given week, prior approval is required. The Director of Music reports directly to the Pastor. The Staff Parish Relations Committee supports the evaluation and compensation process for this role.

The Pastor will meet with the Director of Music every six months for a check-in and annually for a formal performance review. Evaluation may include review of worship planning, communication, collaboration, music ministry development, volunteer engagement, and alignment with the mission and worship life of OUMC.

This position description may be reviewed and updated as needed by the Staff Parish Relations Committee.