

**Church Street United Methodist Church  
Knoxville, TN**

Church Street United Methodist Church is a 2500-member, downtown church drawing members from a wide geographic region and uses a traditional liturgical format for Sunday morning services and appropriate formats for other events.

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**JOB DESCRIPTION: Director of Music Ministries/Organist**

The Director of Music Ministries/Organist plans, develops and executes the music program at Church Street UMC. Since the music program is an important, integral part of Church Street, the Director interacts positively with the ministers and other staff members to provide an effective congregational ministry. The Director reports to the Senior Minister.

Specific responsibilities include:

**Music Choirs and Ensembles:**

- Directs four choirs:
  - Parish Adult Choir:** Adults college age and up—45-55 members. Weekly rehearsal Wednesday, 7-9 p.m. Sing at 11 a.m. Sunday service weekly. Warm-up rehearsal Sunday mornings, 10:30 a.m. Director: Minister of Music/Organist.
  - Parish Youth Choir:** Youth in Grades 6-12—30-40 members. Weekly rehearsal through school year Sunday, 4:15-5:30 p.m. Sing at 8:30 a.m. Sunday service weekly. Director: Minister of Music/Organist.
  - Boy-Girl Choir:** Children in Grades 3-5—20-25 members. Weekly rehearsal through school year Sunday, 6-7 p.m. Sing at various times throughout the year. Director: Minister of Music/Organist.
  - Adult Handbell Choir:** Adults college age and up—10-15 members. Weekly rehearsal Sunday, 7-10 p.m. Play at various times throughout the year. Director: Minister of Music/Organist.
- Supervise two choir directors:
  - First and Second Grade Choir:** Children in Grades 1-2—10-15 members. Weekly rehearsal through school year Sunday, 6-6:45 p.m. Sing at various times. Director: Professional (Stipend paid).
  - Kinder Singers:** Children ages 4-5—10-15 members. Rehearsal during two 6-week sessions (one in fall and one in winter) Sunday, 6-6:45 p.m. Director: Professional (Volunteer).
- Oversee and coordinate the work of the Assistant Organist/Music Associate
- Coordinate all ensembles
- Play for or assign musician to play for church weddings and funerals
- Select and supervise College Scholarship Singers and Paid Professional Singers
- Oversee taping of Adult Choir for TV program **Rejoice**
- Audition and employ musician for concerts, special services, and choir section leaders

## **Job Description: Director of Music Ministries/Organist (Continued)**

### **Church Committees/Groups:**

- Participate in church staff meetings
- Provide professional guidance to the Worship Committee
- Act as Staff Coordinator to the Worship Committee
- Serve on Worship Committee, Church Program Council, and other appropriate committees/groups
- Provide leadership for fine arts/concert programming
- Plan and execute Youth Choir tours and Choir camps
- Supervise the Youth Choir “football parking fund-raising” activity
- Act as resource person to other church programs such as Christian Education, United Methodist Women, and others.

### **Facilities:**

- Supervise the use of the pipe organ, pianos, and other musical instruments
- Supervise and schedule practice time allowed on church instruments
- Oversee maintenance for the pipe organ and pianos

### **Public Relations:**

- Work to create an understanding and appreciation for the Church music and worship as it has developed through the centuries
- Promote membership and attendance in all choirs
- Follow up with new families who have expressed an interest in music program participation
- Initiate publicity concerning the music program

### **Budget:**

- Plan and administer the music budget
- Administer income from music endowments:<sup>1</sup>
  - The Cochran Trust Endowment for Music Performance
  - The Worley Endowment for Music in Worship
  - The Trent Endowment for Programs Related to Hymnody

### **Minimum requirements:**

- Masters degree in conducting, organ, or church music
- Minimum of three years experience conducting choral and orchestral music; trained and experienced in areas of music including organ, choral, orchestral, and handbells. Knowledge of church history, worship styles, and experience with traditional liturgical calendar.

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**Contact:** Search Committee, Director of Music/Organist  
P.O. Box 1303  
Knoxville, TN 37901  
E-mail: [kwoods@churchstreetumc.org](mailto:kwoods@churchstreetumc.org)

**Deadline: May 15, 2008**

<sup>1</sup> Legal documents stipulate the endowment incomes are to be used for programming not provided for in the regular church music budget; the funds may be used separately or in combination.