**Centreville United Methodist Church**

**Position Title:** Assistant Director of Music Ministry

**Employment Status:** Part Time (15 Hours/Week)

**Reports to:** Director of Music Ministry

**FLSA Status:** Exempt

**Job Summary:**

The assistant director of music ministry will provide support to the department of music ministry through the leadership of choirs and music administration; communicate the Gospel; and carry out the mission of the church, including by planning and implementing inviting music programs that will encourage participants to become disciples of Jesus Christ as well as leaders in the church.

**Essential Functions:**

**Music Directing:**

- Direct children’s choirs.

- Cherub Choir (Vocal Choir, K–2nd grades)

- Rejoicing Ringers (Beginning Handbell Choir, 3rd/4th grades)

- Substitute for music directors in cases of their absences.

**Soprano Section Leader**

- Serve as the soprano section leader and soloist for Chancel Choir rehearsals and services.

**Music Administration:**

- Maintain and update music library.

- New music scores (numbering, stamping, punching, photocopying, scanning, etc.)

- Current music scores issued and checked back in and filed in library.

- Update music database to include new music scores and performance records.

- Support music directors’ needs for rehearsals.

-~~.~~ Perform at administrative tasks for the summer Music Camp

**Other Responsibilities:**

- Produce music-related programs, bulletins, and pamphlets

- Work with the director of music ministry to update and maintain music equipment and rehearsal spaces.

- Create paper and electronic forms and document responses for the Music Camp.

- Registration

- Volunteer

- Submit and follow up on volunteers’ background and reference checks

**Minimum Qualifications:**

A degree in vocal performance, church music, music education, or multiple years of church music experience that includes vocal and handbell knowledge

**Physical Demands:**

Ability to move handbells and equipment to set up rehearsal spaces

**Core Competencies:**

- Energy, enthusiasm, creativity, and flexibility

- Joy for working with children and youth

- Singing skills (Soprano)

- Handbell skills

- Conducting skills

- Keyboard skills

- Teaching ability

- Ability to work with large staff

- Ability to plan ahead

- Good organizational skills

- Computer skills in Publisher, Excel, Paint, Word, and a willingness and aptitude to learn new skills as

necessary

- Ability to become proficient with the church database

- Ability to prioritize tasks

- Good interpersonal skills