

UNION MISSIONARY BAPTIST CHURCH

MUSIC DIRECTOR JOB DESCRIPTION

The Music Director role will have the following duties and responsibilities:

1. Provide music and direct the choirs at the services regularly scheduled on Sunday at 11:00am.
2. Provide music for additional services as required during the year.
3. Have responsibility for the leadership of all the choirs: i.e., Mass, Youth and Men's choirs.
4. Rehearse twice weekly (or as otherwise specified) with each of the choirs.
5. Cooperate with Pastor and/or music committee in the area of general planning and leadership of the church's music program.
6. Be directly responsible to Chairman of the Trustee Board or his designee.
7. Report to the Board of Trustees the condition and needs for the maintenance of the organ, piano, other instruments or necessary music supplies.
8. Oversee all music events and services within the church.
9. If requested to perform at weddings held at the church requiring music, the Music Director must consult with the bridal couple and church. The fee for consultation with the bridal couple and the program of music will be negotiated by the Music Director.
10. Provide music for funeral/memorial services within the church. If the family requests another organist, permission should not be unreasonably denied.
11. In case of unexpected absences, must contact the Chairman of the Trustee Board or his designee.
12. Any hiring of additional musicians must be reviewed and approved by the Chairman of the Trustee Board or his designee.
13. The Music Director will be granted one-week paid vacation. The Music Director is responsible for obtaining substitute musicians to cover vacation periods.
14. An annual performance review will be conducted by the Chairman of the Trustee Board or his designee. The Music Director will be given a copy of the review in writing and will be given the opportunity to respond.

If interested, please submit your resume to Tracy Carr at the following e-mail addresses by **Friday, March 17, 2023:**

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