

## **Zion Mennonite Church**

### **Director of Music**

#### **Job Description**

The Director of Music's primary role is to direct the adult and children's choirs, provide hymn leading for Sunday morning worship and seasonal services and invite musicians to offer special music. The Director of Music meets monthly with the Worship Planning Committee.

#### **Qualifications:**

- Training and experience in directing choirs and working with children.
- Understanding and appreciation for music and congregational singing in the Mennonite tradition and at Zion.
- Ability to work collaboratively with the Lead Pastor, the Organist/Pianist and other musicians in the congregation and with the other staff.

#### **Responsibilities:**

1. Meet with and participate in monthly all staff meetings
2. Direct the Adult Choir and coordinate other choirs as is necessary
  - Lead rehearsals, scheduling music, and choosing music for the choirs
  - Develop Children's choirs; scheduling and leading or giving oversight to leaders
  - Work with staff Organist and Bell Choir Director to coordinate Bell Choir
3. Lead hymns for Sunday worship and special seasonal services
4. Coordinate/Collaborate with Organist and Bell Choir Director
  - Hymns for Sunday worship and special seasonal services
5. Attend and participate in monthly Worship Planning Committee meetings
6. Oversee Praise Teams with PT leader
7. "Special Music" coordination and development
  - During summer months, the choir does not rehearse and the focus is on "special music" for offertory or stand-alone music. This can be Zion or guest musicians and singers.
8. Children's Choirs
  - Offer oversight, leadership and scheduling to children's choirs
9. Scheduled Guest
  - A Concert Committee would oversee all invited music guests. The Music Director will chair the concert committee

#### 10. Special seasonal service coordination and leadership

- Children's Christmas Program.
  - Work with Worship Planning Committee to develop the program. Children with musical talent/interest offer prelude.
- Christmas Eve
  - Coordinated with the Lead Pastor and Worship Planning Committee. Provide leadership for choir direction, working with the organist and Lead Pastor and Worship Planning Committee. Contact singers and possible brass players.
- Maundy Thursday
  - Lead hymns and coordinate special music with Lead Pastor and Worship Planning Committee. Provide choir direction and song leading.
- Thanksgiving Eve
  - Assist in planning the service with the Lead Pastor and Worship Planning Committee. Provide choir direction and song leading.

#### **Education/Experience:**

- A music degree preferred
- Training and experience with choral direction with vocal instruction
- Demonstrate expertise in singing/directing various type of music (hymns, praise, classical, contemporary) and ability to sight read new music.

#### **Accountability:**

- Direct accountability is to the Lead Pastor. Accountability includes meeting with the Lead Pastor monthly for a one-on-one.
- Document/log weekly hours and provide to the Lead Pastor each month. (this is an average of 15 hrs. a week position)
- An annual job performance review will be conducted by the Lead Pastor in consultation with Ministry Reps for Worship.