

MONUMENTAL UNITED METHODIST CHURCH
450 Dinwiddie Street
Portsmouth, VA 23704
757-397-1297

Monumental United Methodist Church is an historic
downtown church that is open and welcoming to all people.

POSITION: Director of Music and Fine Arts

SUPERVISED BY: Senior Pastor

PRIMARY FUNCTION: Responsible for directing and overseeing the music program, including the choir, soloists, hand-bell program, playing the organ and piano for church services, concerts, and other church activities as needed, supporting the church's ministry in planning and conducting a comprehensive choral music program for worship and other special events and activities as necessary. Monumental has a 32 rank modified Casavant pipe organ enlarged by the addition of a replacement III manual Rodgers console and the addition of digital voices from Walker Technical Company. It is considered by many local musicians to be one of the best in the region.

QUALIFICATIONS:

Exceptional musical skills as an organist, choral director, and pianist.

Possess a thorough knowledge of sacred music from the classics to the present. Ability to incorporate a variety of instruments in the worship experience. Ability and desire to think creatively in the planning of worship and other special programs with the Senior Pastor.

Excellent organizational and planning skills.

Excellent verbal and written communication skills and the ability to lead and inspire amateur and professional musical staff and volunteers.

Undergraduate degree in music, preferably sacred music, with a graduate degree in vocal music or choral conducting preferred.

DUTIES AND RESPONSIBILITIES:

1. Plan and conduct the choral music for Sunday morning 11:00 AM worship service and weekly choir rehearsal currently for one adult choir. Provide or plan music support for an informal service.
2. Coordinate anthem selection and special music programs and choral selections with the Senior Pastor. Coordinate music programs to incorporate handbell selections.
3. Actively recruit soloists and additional choir members.

4. Plan and obtain additional musical resources in support of concerts and special music programs for the congregation and community, e.g., the annual Lancaster Memorial Concert in December, and other special seasonal music, e.g., Lenten, Christmas services. May obtain support from church members, committees, volunteers, or other organizations
5. Administer and coordinate a monthly 30 minute concert series on the last Monday of the month. The season is from September- May.
6. Develop the children and youth's music program, when offered, as church resources permit.
7. Select and purchase music for the music library and for special events adhering to licensing and copyright requirements.
8. Meet with the Senior Pastor weekly and meet with the Worship and Fine Arts Committees as a working member whenever these committees meet.
9. Provide music information for worship services and music programs to the church secretary in time for inclusion in the weekly bulletin.
10. Maintain knowledge of current music methods, literature, and materials by attending appropriate workshops and continuing education events.
11. Communicate to the Senior Pastor and Staff Parish Relations Committee any concerns regarding position requirements, performances, or compensation.
12. Coordinate the student music scholarship which includes: decide on requirements, contact the music programs at the local colleges and universities, interview potential candidates, and select the final recipient.
13. Assist members of the congregation and community in the production of dramas, musicals, and other fine arts programs presented at the church.
14. Explore new ways and opportunities to draw in the community and develop musical community outreach and possible use of Glasgow Park.
15. Coordinate with appropriate church staff or volunteers the set up and take down of equipment and/or furnishings that may have been used for performances and rehearsals. Coordinate with Trustee Committee about loaning equipment to insure proper procedures are followed.
16. Coordinate with and support the music program's relationship with the Academy of Music, with a goal of expanding our musical resources.
17. Prepare a proposed annual budget for the music programs and submit it to the Senior Pastor and Finance Committee.

THIS IS A PERMANENT PART/FULL TIME POSITION