



# PINEHURST

## UNITED METHODIST CHURCH

Effective Date:

December 15, 2018

### **Choir Director**

Pinehurst United Methodist Church

Pinehurst, North Carolina, United States

Date Posted: TBD

Categories: Choir Director

Denominations: United Methodist Church

Size: 751 to 1000

Job Type: Full-Time

Our Goal: Pinehurst UMC is endeavoring to fill the position of music minister/director for both traditional and contemporary services with the person or persons that God is calling to serve.

Who We Are: Pinehurst UMC is alive and bustling with military families, retirees, and young students. Though diverse in backgrounds and beliefs, we're united in our warm welcome of visitors. We are a church vibrant in fellowship, growing deep and wide in faith.

Job Summary: Pinehurst United Methodist Church (PUMC) seeks a passionate, hard-working, dedicated person to serve as our church choir director. Responsibilities for this full-time position include providing leadership and direction for our church choir, recruiting and training worship volunteers, and developing our music ministries in conjunction with our contemporary worship staff and lay team. Music is one of the hallmarks of our congregation and we support efforts to continually grow this ministry. Music is a tool for leading people to Christ, for strengthening our faith, for helping persons experience true worship, and for glorifying God.

Primary Responsibilities:

- Schedule, plan, and coordinate music for the two traditional worship services; consult with

- pastor regarding hymns, anthems, and special music presentations.
- Direct the traditional adult choir, direct or coordinate with lay leaders of bell choir, interpretive worship, and children's choirs.
  - Ensure those participating in traditional music ministry are adequately prepared and that the music selected is appropriate.
  - Provide music for funerals and weddings.
  - Lead special musical events including concerts, musical dramas, Vacation Bible School and seasonal services.
  - Serve on appropriate boards and committees as needed, and perform other ministerial duties as requested by Senior Pastor.
  - Submit a monthly report to the Senior Pastor and church board.
  - Plan a yearly calendar and budget for the traditional music ministry and monitor expenditures, setting goals for growth. Coordinate same with the Contemporary Director.
  - Secure special music and musicians for special programs and services.
  - Develop, direct, and expand the variety of instrumentalists.
  - Management and maintenance of church owned music equipment as needed.
  - Provide oversight of the church's music library/resources and hymnals.
  - Oversee the personnel, operation, and development of audio/visual ministry (including sound booth, tape duplication, developing audio/visual ministries) ensuring sound quality and accuracy to enhance worship services.
  - Maintain licensing for copyrighted worship elements (music, video, streaming, etc.) used at Pinehurst UMC, and ensure that copyright issues are being handled in a timely and ethical manner.
  - Provide articles or input for church newsletter.
  - Locate and secure substitute organist/musicians for absences.

#### Qualifications Include:

- A high level of musical talent, education, and experience is required. A Bachelor's and/or a Master's degree in Music, Music Education, Music Performance, or a similar study is highly preferred.
- Good people skills and the ability to inspire volunteer choirs.
- Able to lead energizing, dynamic and inspiring worship music in the traditional and contemporary styles.
- Proficiency in organ, piano, voice and music direction.
- Able to lead musical ensembles with musicians of various skills and backgrounds. A solid

understanding in the use of technology in worship, including sound, lighting, computers, and video projection.

Expectations Include:

- A deeply committed Christian faith, and genuine spirituality.
- Exemplify PUMC's values and uphold staff policies.
- A healthy self-care routine in order to lead from spiritual abundance.
- Openness to continuing growth and education to avoid stagnation.
- The ability to recruit, train, support, and supervise leaders and volunteers to meet the program requirements of the church.
- The ability and desire to work as a team player supporting and encouraging other staff members.
- Ability to lead by consensus, hearing everyone, and then making appropriate decisions.
- A humble spirit willing to put the goals of the church ahead of individual ministry goals.
- Demonstrates the potential for a strong working relationship with the Senior Pastor and other church leadership.
- A hard-working and dependable self-starter with excellent organizational skills, making optimal use of everyone's time, including their own.
- The ability to communicate and work effectively with children, youth and adults, with energy and enthusiasm.

For more information on our church community visit us at [www.pinehurstumc.org](http://www.pinehurstumc.org)

To apply please email resume and cover letter to [pumc@pinehurstumc.org](mailto:pumc@pinehurstumc.org)