

**DUMBARTON UNITED METHODIST CHURCH**

**Music Director -- Position Description**

**SPECIFIC RESPONSIBILITIES**

**A. Coordinating Music for Worship**

1. Coordinate keyboard schedule on a quarterly basis. Music Director expected to play 2 Sundays a month.
2. Schedule all special music – coordinate with lectionary readings
3. Plan music for special services such as Ash Wed, Easter Vigil, etc.
4. Meet with the Worship Cluster for planning

**B. Calling Forth Musical Gifts**

1. Call together small vocal and instrumental groups and soloists
2. Plan for children and/or youth participation at least once or twice a year
3. Actively recruit undiscovered or shy talent

**C. Leading and Organizing the Choir**

1. Direct and accompany the choir. Choir sings at least twice a month.
2. Organize comprehensive yearly music calendar including;
  - Choir rehearsal schedule
  - Special music schedule
3. Keep music library in order
4. Prepare annual music budget

**D. Reporting and Accountability**

1. Directly responsible to the pastor
2. Meet once a year with the SPRC (*Staff/Parish Relations Committee*) – review job description
3. Meet with the Church Council as determined by pastor and music director
4. Participate as “staff” at annual West River Weekend (*1st weekend in June*)
5. Oversee the repair and care of the organ and piano

**E. Hours and Salary**

10-15 Hours per week  
Annual Salary \$13,700

**WHO WE ARE:**

DUMC is a progressive, small membership church with strong lay leadership and lots of musical talent. We appreciate good music, love to sing, and understand music leadership not as performance but as a very important part of worship. The person in this position needs to be flexible, organized and enjoy working as a team member.

**TO APPLY:** Send resume and cover letter via e-mail to [dumbartonpastor@yahoo.com](mailto:dumbartonpastor@yahoo.com)  
Subject: *Music Position* or fax to 202-338-9008.