

**St. Andrew United Church of Christ  
6908 Beneva Road, Sarasota, FL 34238**

***JOB DESCRIPTION FOR DIRECTOR OF MUSIC MINISTRIES***

Purpose: The Director of Music Ministries requires professional music skills and an ability to work with people of all ages. Teamed with other staff and volunteers, the purpose of Music Ministry is to musically assist in furthering the mission and objectives of St. Andrew United Church of Christ.

Accountability: Accountable to the Pastor

Workweek: Approximately 16 hours per week to include Sunday morning worship and weekly choir practice, as well as occasional worship events including memorial services, weddings, and other special services (paid separately).

Benefits: Paid on a salaried basis commensurate with experience, with a salary range of \$15,000 to \$20,000 annually. Vacation time will be two weeks each year, with an increase of a week for every five years of steady employment not to exceed four weeks of paid vacation.

Qualifications:

- A. Extensive Music training.
- B. Excellent interpersonal and communications skills.
- C. Ability to inspire and lead people with a variety of musical talent.
- D. Prefer a minimum of three years experience as a church choir director and pianist/organist.

Responsibilities:

- A. Assist in providing meaningful worship for the St. Andrew congregation.
- B. Serve as pianist/organist for worship.
- C. Serve as director of the Chancel Choir, soloists, and other musicians, providing a nurturing and friendly environment for the choir.
- D. Provide music, or assist with such music, for special occasions such as weddings, memorial services, fellowship gatherings, and interfaith worship services.
- E. Select a variety of music from classical to contemporary, including international.
- F. Attend staff meetings and work collegially with the staff.
- G. Organize and maintain the music library for St. Andrew.
- H. Select new music for the choir from within the parameters of the budget.

- I. In consultation with the Stewardship Team provide for the maintenance of the church pianos and organ as needed.

Evaluation: An annual performance evaluation of the Director of Music Ministries will be completed by the Pastor. The evaluation will be based on the Director of Music Ministries performance related to responsibilities as outlined in the job description. Termination by either the employee or employer requires 30 day written notice.

Contact: Calva Leonard, Acting Moderator  
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