Position: Music Director  
Accountable to: Senior Pastor  
Date of Description: March 14, 2022

Purpose:  
To serve Founders MCC by developing an excellent, effective, and exciting Music Ministry that renews, enriches, and educates through creation of a Music Ministry Team.

General Function:  
Oversees all worship-related music within the church under the direction of the Senior Pastor.

Position Requirements:  
1. Education in music, or at least five years of experience as a music director.  
2. Experience leading church music programs.  
3. Good team-building and people skills.  
4. Good planning and administrative skills.  
5. Continuing professional development.  
6. Able to successfully undergo a criminal background check.  
7. Understand and adhere to the church’s guiding documents

Responsibilities and Authority:  
1. Coordinate the teams that fall within the general area of music.  
   a. Recruit, train, and motivate congregants including vocalists and instrumentalists.  
   b. Select music in consultation with the Senior Pastor and the Worship Team.  
   c. Conduct rehearsals and performances of the Music Team.  
   d. Integrate music/musicians both local and from around the globe to boost hybrid worship.  
2. Be present at all regularly-scheduled services of worship to coordinate and lead music.  
   a. Arrange for substitute musicians in case of vacation, illness, or other absences of the musicians as necessary.  
   b. Special care shall be given to be present during Lent, Holy Week, Easter, Advent and Christmas holidays.  
3. Ensure compliance with established and applicable UFMCC and Founders MCC policies and procedures.
4. Establish departmental policies consistent with Founders MCC’s mission, core values, and policies.

5. Maintain and preserve church property used by the Music Team, including, but not limited to: piano, organ, other musical instruments, and the music library.

6. Attend regularly scheduled Staff meetings and Creative Worship Team meetings and meet with the Senior Pastor individually as necessary.

7. Coordinate music with sound, multi-media, and other Worship Team personnel.

8. Submit an annual Music Ministry budget to the Board of Directors for consideration of the church’s annual budget.

**Work Week:**
An average of twenty (20) hours per week including scheduled worship services, rehearsals, meetings, and worship preparation.

**Salary Range:**
$24,000 - $26,000 per year, based on experience, recommended by the Senior Pastor, and within the annual budget developed by the Board of Directors and approved by the congregation.

**Paid Vacation:**
- Four (4) weeks paid vacation per year (accrued per state guidelines).
- Vacation hours are accrued based on the hours worked in a normal week. One week would equal twenty (20) hours and include one Sunday and one rehearsal.
- The Director of Music may not take more than two (2) weeks of vacation consecutively unless approved by the Senior Pastor.
- The Director of Music may not take vacation in conflict with the Advent/Christmas and Lent/Easter seasons.

If interested, please contact Rev. Keith Mozingo, revkeith@mccla.org to learn more.