

<b>Job Description for Job Title:</b>	Church Musician	<b>Job Category:</b>	Worship & Music Ministry
<b>Supervisor:</b>	Pastor	<b>Travel Required:</b>	No, unless attending approved training or meetings
<b>Interacts with what work areas and committees of GUMC:</b>	Worship and Music Committee & Chairperson, SPRC Chairperson & Liaison, Leadership Team, as needed.	<b>Position Status (one that applies is underlined):</b>	Full Time, <u>Part Time</u> , Contracted
<b>Option to work remotely?</b>	Yes, for preparation and personal practice, and recordings, as necessary.	<b>Overtime Eligible Status (one that applies is underlined)</b>	<u>Exempt</u> , Non-Exempt
<b>Will train this position?</b>	No, but will train on specific components of the position, needed, and general orientation will be provided.	<b>Hours per week, estimated at 8 to 12 hours per week</b>	Salaried position starting at \$15,000 per year

**Summary of Position: The Grace UMC Church Musician is the primary musician who loves Church music and engaging others in preparing and presenting it to God’s glory. Main responsibilities include planning music in collaboration with the Pastor to then utilize the Church’s volunteer musicians (vocal, bells and instrumental) to prepare and present music for 9 a.m. Sunday worship services. This position is also responsible for special music at seasonal services during the year. Expectation is that the Musician is an experienced and proficient organist, pianist, accompanist, vocalist, and/or handbell director. The Church Musician is experienced in working with and engaging volunteer musicians of all ages from the congregation and the wider community.**

**Role and Responsibilities**

- Selects, prepares and presents music - Work with the Pastor, Lead Music Volunteers, and Worship and Music Committee to coordinate and schedule Sunday morning worship music (Choral, Bell and/or Instrumental, as well as Congregational singing) and Special Seasonal Worship services. Seasonal services will include, but not be limited to: Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunrise, Easter, Christmas Eve and Christmas Day, if it falls on a Sunday.
- Directs Handbell Choir – Be the Director of the Handbell Choir, rehearsing them at Thursday evening practices, and directing them when they play for Sunday morning worship.
- Plays the Worship Service - Play organ (preferred) and/or piano for 9 a.m. Sunday morning services, and all seasonal worship services of the Church throughout the year.
- Back-up to Volunteer Choir Accompanist – Play for rehearsal and Sunday morning Worship for Chancel Choir, if the Volunteer Accompanist has a scheduled absence.
- Represents Music Ministry at internal meetings - Participate in worship planning meetings, Worship and Music Committee, Staff and other Church meetings as directed by the Pastor. Most meetings are in person, or by Zoom, when necessary.
- Central point of information on Music Ministry - Communicate with GUMC Admin Assistant, at least two weeks in advance of each Sunday service, all information for Worship Service (anthem titles, composers, hymns, prelude and postlude titles and composers, etc.) and any change in information regarding rehearsal schedules of all GUMC music groups.
- Continuing Education – Church Musician will develop their own skills and knowledge of English Handbells through participation in workshops, seminars, or conferences at least one time a year. The expense of this

## Grace United Methodist Church, Mesa, AZ

continuing education will be covered by GUMC. This position will also work with volunteers to grow their experience and abilities in play handbells.

8. Volunteer recruiter - Recruit Grace’s members, Grace Music volunteers, or other local musicians to be welcomed into the Grace Music Ministry to join one of the existing music groups, and/or present special anthems or to provide solo and/or small group vocal and instrumental performance as needed in worship, especially June through August when Chancel and Bell Choirs are on summer break.

9. Networker - Network with other musicians in the UMC and Mesa area to bring musical experiences to the Grace UMC community and to share our music with the broader community.

10. Communicator to Volunteers - Communicate regularly with music volunteers, in writing, by phone or electronic media so they remain engaged, updated and participate fully in this ministry.

11. Find Substitute, if scheduled absences occur - If the Church Musician is scheduled to be absent, they are responsible to find a replacement of equal or better skills to substitute and carry out their duties. If Lead Volunteers have a scheduled absence and cannot find a replacement, the Church Musician will be contacted at least two weeks in advance to identify alternatives or to fill the musical need during their absence.

12. Option to Play Weddings and Funerals - The Church Musician will be given the first opportunity to play at weddings and funerals held at Grace UMC. Compensation for weddings and funerals will be set by the Musician. The Church will provide pay guidelines. This compensation is over and above the regular pay for this position.

13. Budget input - Give input to the annual budget process for needs in the Music Ministry. Once budget is adopted, work within that budget for the year, January through December.

### Qualifications and Education Requirements

- Has formal music training
- Able to read music
- Able to play and sing music as written, from Classical to Contemporary music.
- Familiar with the three Methodist Hymnals (UMH, TFWS and W&S).
- Basic understanding of Christian music, worship and the liturgical year.

### Preferred Skills

- Proficient playing organ(preferred) and/or piano for playing prelude, hymns, responses, anthems and the like during worship.
- Experience in playing and directing Handbell Choirs.
- Respectful of volunteers of all ages, who historically have participated in music ministry, but seeks to engage new volunteers, as well.
- Able to communicate clearly with others in various mediums – written, spoke, electronic, etc.

**\* It is the understanding with all staff retained by Grace UMC, that any images and/or recordings of staff performing duties of their position are the sole property of Grace United Methodist Church, Mesa.**

**\* Candidate for position must pass Safe Sanctuary background screening.**

### To Apply

**Send current resume to [GUMC@GraceUMCMesa.org](mailto:GUMC@GraceUMCMesa.org) . Interviews and auditions will begin for qualified candidates after August 9, 2023 . The position will remain open until filled. Please do not call.**

Reviewed By:	Rick Schlee, Chairperson, Staff, Pastor, Parish Relations Committee	Date:	8/8/2023
Approved By:	Rev. Sharon Pajak, Pastor	Date:	8/8/2023
Last Updated By:	SPRC	Date/Time:	8/19/2023