



First United Methodist Church

216 East Highland Avenue

Elgin, Illinois 60120

Church 847-741-0038 – Fax 847-741-8416

www.fumcelgin.org

Thank you for your interest in the position of Music Director at First United Methodist Church of Elgin. The complete job description and salary information are below.

All applicants should submit a cover letter and resume to our Office Administrator, Amy Didricksen, at the following email:adidricksen@fumcelgin.org. Applications will be forwarded to all appropriate parties.

TITLE: Music Director

REQUIREMENTS: Bachelor's Degree in music
Experience working with adults in a musical capacity.
Ability to work with adults possessing varied musical abilities
Ability to work cooperatively with church staff members and volunteers

REPORTS TO: Senior Pastor

JOB GOAL: To coordinate and provide appropriate music and musical experiences for the members of First United Methodist Church

PERFORMANCE OBJECTIVES:

1. Direct the Cathedral Choir and oversee other musical organizations of the church.
 - a. Recruit choir members
 - b. Prepare one anthems for each morning service
 - c. Provide opportunities for youth choirs and bell choir to perform within the church service
 - d. Include instrumental music within the church services whenever possible
2. Prepare the yearly music calendar
 - a. Schedule all choir participation in the worship services
 - b. Coordinate accompaniment schedules with organist/pianist
 - c. Plan and direct choir for Christmas Eve, Good Friday, and Easter services
 - d. Schedule and direct all regular and special rehearsals
 - e. Encourage small groups, duets, trios, and other mixed groups for extra music
 - f. Provide the church office staff information on worship service music selections in a timely fashion
 - g. Plan/Provide summer music offerings (i.e., arrange solos, ensembles, special musical guests, etc.

3. Maintain choir music, equipment, piano, and other records as deemed necessary
 - a. Notify church office staff of any work that must be done for maintenance and repair so that the work might be scheduled
4. Prepare yearly budget as requested by the Finance Committee
5. Attend meetings appropriate to designated responsibility
6. Perform other duties as requested and needed

WORK YEAR:

The Director's responsibilities run from the third week in August until the second week in June. Weekly choral presentations start the second week in September and end the third Sunday in May

COMPENSATION:

Minimum annual salary of \$18,000 paid in (approximately) 26 installments on alternate Fridays throughout the calendar year.