Duke Memorial United Methodist Church

POSITION TITLE: Minister of Music *or* Minister of Music / Organist

POSITION OVERVIEW

The Minister of Music provides artistic, liturgical, and administrative leadership for Duke Memorial's music ministry. This position collaborates with the pastoral staff to plan music that reinforces worship and our theological identity and reflects our commitment to social and economic justice, racial equity, welcome, and inclusion.

EMPLOYMENT STATUS

Either part-time (20 hours per week) or full-time (35 hours per week) if also serving as Organist. Specific schedule to be determined at time of employment.

MINISTRY FOCUS

The Minister of Music will help our congregation praise and worship God through music with the goals that:

- Music forms an integral part of our Sunday morning worship services and other special worship services throughout the year.
- All persons in the congregation have opportunities to worship and praise God through music.

QUALITIES

The successful Minister of Music at Duke Memorial is someone who:

- Possesses a vibrant Christian faith.
- Is a visionary leader who inspires, motivates, and equips others to use their artistic gifts for ministry.
- Is a gifted and trained musician familiar with and capable of leading a breadth of church music styles.
- Has familiarity with United Methodist / Wesleyan liturgical traditions.
- Has strong choral conducting skills.
- Has musical training at the undergraduate or graduate level (preferred), with demonstrated church music experience preferred.
- Has excellent organ-playing skills (if also serving as Organist).

Responsibilities:

Provide Visionary Leadership for the Growth of the Church's Music Ministries

- Collaborate with pastors, staff, and church members to create music ministry experiences aligned with the church's mission, vision, and strategic plan.
- Actively seek to expand participation in the church's music ministries among all age groups.

Lead the Sanctuary Choir

- Conduct the sanctuary choir in worship.
- Plan the musical selections, with sensitivity to the scripture and other worship themes, fully using the gifts of the singers, and the breadth of available church music.
- Lead a weekly 1.5 hr rehearsal with adequate preparation.
- Communicate with any additional musicians regarding music selections to allow for adequate preparation for rehearsals and worship.

Worship Planning and Leadership

- Work with the pastor and other staff in the creative worship planning process.
- Coordinate and work with other staff and lay leaders as necessary to plan music and dance in worship, including musical groups and soloists, instrumental and vocal, for Sunday morning worship services and other worship services (e.g., Maundy Thursday, Christmas Eve, Ash Wednesday, etc.)

Provide Music for Church Services (if also serving as Organist)

- Play the organ for preludes, postludes, congregational hymns, offertories, and related service music on Sunday mornings.
- Play the piano and/or organ for weekly choir practice.
- Play the organ for special services such as Christmas Eve, Ash Wednesday, Wednesday of Holy Week, Maundy Thursday, and Good Friday, and for their associated rehearsals.
- Play the organ for special musical services not listed above.
- Prepare and practice a variety of church music to enhance the worship services.

Manage Organists and Other Accompanists (if not serving as Organist)

- Schedule and manage the rotation of organists and other accompanists for Sunday morning worship services, other special worship services, and choir rehearsals.
- Track service of organists and other accompanists and ensure that they are properly compensated.
- Recruit additional organists and other accompanists as needed.

Oversight of Other Aspects of Music Ministry

- The Minister of Music is responsible for oversight and coordination of all church musical groups, assistance to leaders in planning, and scheduling of these groups in worship and coordinating rehearsal times with the overall church calendar.
- The Minister of Music will nurture a range of musical groups, activities, and events within the church, focusing particularly on opportunities for adults and children.
- The Minister of Music will, in an ongoing process, evaluate the available gifts of those in the congregation and beyond, and continue to explore new opportunities for the use of artistic gifts in the praise of God.

Other Responsibilities and Opportunities

- Communicate with groups and individuals as needed by appropriate means regarding the music ministry of the church.
- Oversee the Music Ministry budget and any other budget funds related to music.
- Oversee the upkeep of the church's musical instruments. Schedule tuning for pianos. Notify organ maintenance company of needed repairs and service.
- Employ practices that are consistent with respect for the creative process and its protection through copyright.
- As time and resources permit, the Music Minister will plan and lead extra events such as larger musical works in and/or outside of worship.
- Attend and participate in staff meetings and Church Council meetings as directed by the Lead Pastor.
- Support other staff members and ministries through personal prayer and cooperative efforts.
- Participate whenever and wherever possible in other activities that fulfill the Vision and Mission of Duke Memorial UMC.
- Private lessons: The organ may be used at no cost to provide private lessons. Lessons must be scheduled with the church office to ensure proper climate control in the sanctuary.

ACCOUNTABILITY

The Minister of Music will:

- In collaboration with the Lead Pastor, set and share goals for this area of ministry including targets for growth.
- Be accountable to and evaluated by the Lead Pastor on an annual basis.

ORGAN INFORMATION

Duke Memorial's Holtkamp organ was dedicated in December 1971. It contains 2,719 pipes in 51 ranks, disposed over three manuals and pedal, and controlled by 41 speaking stops. The organ has two exposed manual divisions and one expressed division, with the entire instrument located at the front of the worship auditorium and advantageously placed in its own casework. The Pedal division is located behind the case front on house left but is not visible. Very little has been done to change the builder's original sound and tonal conceptions

ABOUT DUKE MEMORIAL UMC

Duke Memorial United Methodist Church is a historic urban congregation in downtown Durham, NC.

Mission: Sharing the love of Christ from the heart of Durham

Welcome Statement: As our Lord Jesus Christ calls us to love and accept every person, Duke Memorial United Methodist Church welcomes into our life together those of every age, race, ethnic background, nationality, gender identity, sexual orientation,

family or socioeconomic status, educational background, and physical or mental ability. In our commitment to the reconciliation of all persons as beloved children of God, we celebrate our diversity and recognize the sacred worth and dignity of all. We invite you to join us in our faith journey toward discipleship in Christ with mutual respect, understanding, and love.

Acceptance of Employment Responsibilities and Expectations:

I understand and agree to the expectations of employment as stated above and according to the Duke Memorial United Methodist Church Employee Handbook.

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Employee's Name (printed) **Employee's Signature & Date**

Reviewed by Senior Pastor and SPRC Representative:

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Senior Pastor's Name (printed) **Senior Pastor's Signature & Date**

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SPRC Representative's Name (printed) **SPRC Representative's Signature & Date**