

Choir Director/Organist  
Job Description  
Lake Gibson United Methodist Church (LGUMC)

Position Summary

To serve the church by directing the various Church Choirs and Instrumental Ensembles and to serve the church by providing organ and/or piano, key board music at worship services. This ministry is charged with responsibility of spreading the gospel of Jesus Christ.

Qualifications:

- A dynamic, energetic Christian individual who is equally comfortable working with Children and Adults in furthering and establishing a God Praising Music Program
- A college degree in music is preferred
- Ability to teach basic music concepts and possess knowledge of advance music concepts
- Is proficient on organ, piano, key board and in all facets of church music, including service playing, sight reading and accompanying
- Has organizational / administrative skills
- Is a team player with effective relational skills (works well with others)
- Able to speak and read English and has a strong verbal and written communication skills
- Cleared by the basic Florida State Background Check
- Annually attends the Florida UMC Child Protection Policy Class
- Provides two written references (non-family members)

Responsibilities:

- Plans and Develops the music program in consultation with the Pastor and Worship Committee
- Plays the church organ, key board and/or piano at all regularly scheduled worship services, and for other services as scheduled
- Plans rehearsals for all choirs, ensembles, and soloists in coordination with the church calendar
- Prepares material for the church bulletin and newsletter

- Is available for and provides consultation about wedding and funeral services (refer to LGUMC Wedding and Funeral Policies)
- Arranges, promotes and hosts special music programs at the church (i.e. visiting choirs, glee clubs, organ recitals, Cantatas, etc.)
- Regularly attends church staff, Administrative Council, and Worship Committee meetings and attends other church meetings when requested
- Maintains music supplies and equipment
- Arranges for suitable substitute pianist and/or choir leader or program in the event of absence or vacation
- Prepares budget for music program, works with finance committee and assist with fund raising for church music program
- Additional responsibilities may be required to implement a meaningful and successful music program

Policies:

- This is considered a full-time exempt position with flexible hours.
- A copy of the Personnel Policies and Procedures Handbook for members of the Staff of LGUMC is attached and made part of the Job Description

Approvals

SPPR Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Pastor \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

Original in Employee Personnel File

Copy to Employee

Form approved: 7/14

Updated: 5/16