



# First United Methodist Church

McHenry, Illinois

## Job Description

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**Position Title:** Coordinator of Music  
**Reports To:** Pastor, Staff-Parish Relations Committee (SPRC)

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**Result Expected:**

Foster and promote the use of music to set the tone for worship and praise.

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**Spiritual Gifts and Qualifications Helpful for the Job:**

The Coordinator of Music should possess a belief in Jesus Christ as Lord and Savior and desire to express God's love through actions and music as well as the spiritual gifts of leadership and administration. Additional skills required include knowledge of music, organizational skills and an ability to create and implement a vision.

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**Essential Duties and Responsibilities:**

Position Overview

Direct the Chancel Choir and regular rehearsals (Choir needs to be recruited and reinvigorated)  
Direct the Bell Choir and regular rehearsals (Choir needs to be recruited and reinvigorated)  
Be a member of Worship Team attending Worship Team (WT) meetings  
Coordinate Special Music with WT to supply ensembles and soloists for Sundays where there is no Choir, Kids Rock or Praise Team for one service per week and at worship services that are not regular Sunday services, i.e. holiday worship.

Job Requirements

- Musical background
  - Ability to work with volunteers of diverse personalities
  - Organizational, Administrative and Written and Verbal Communication Skills
  - Attendance Requirements
    - Attend Sunday worship service (one per Sunday) during the regular worship season and holiday worship (Sept-May)
    - Attend monthly Worship Team meetings as a member of the team
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**Education:** Music background

**Certification:** N/A

**Qualifications:** See above list

**Salary:** This will be a salaried position based upon the expectation of 20 hours per month at a salary of \$360 per month for 12 months per year. SPRC may assign other duties as needed.

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