

**First United Methodist Church of Florence**  
**415 N Seminary Street**  
**Florence, AL 35630**  
**(256) 764-5072**  
[www.fumcflorence.org](http://www.fumcflorence.org)

**Director of Music/Organist**  
*Job Description*  
*Revised 3/22/2022*

*"First United Methodist Church of Florence exists to offer creative experiences that lead people into inspiring encounters with God, meaningful engagement with each other, and lifelong transformation."*

**Position title:** Director of Music/Organist  
**Supervisor:** Senior Pastor  
**Supervises:** Assistant Music Director , Section Leaders, Choral Scholars , and Instrumentalists  
**Status:** Full-time (\$45,000 to \$55,000 salary based on experience and education, no group health insurance or retirement benefits)  
**Date Needed:** July 1, 2022

**Introduction:**

First United Methodist Church of Florence, Alabama is excited to welcome a new full-time Director of Music/Organist to lead our music program. Our current Director is moving to pursue a doctoral program, requiring a move outside the region. We are a thriving mid-size United Methodist Congregation located in downtown Florence, blocks away from the University of North Alabama. We currently offer three Sunday worship services: 8:15 and 11:00 a.m. which are traditional, and a 9:00 a.m., 30 minute, family service designed specifically for children and youth. Our church currently has seven full-time staff members (including this position), six part-time staff members, and a wonderful group of dedicated volunteers.

The music program consists of a Sanctuary Choir (Approximately 25-30 adult singers) and the Wesley Ringers (adult handbell choir - currently 7 ringers). The music program is led by the Director of Music/Organist with a degreed (Masters) Assistant Music Director who is part-time and works full-time as a band director. We have 7 University of North Alabama music students who serve as Choral Scholars to sing with our Sanctuary Choir who also sometimes perform as an ensemble. We have a team of volunteers who run our music library consisting of over 2,000 titles including octavos, handbell music, instrumental music, orchestral scores/parts and major works.

In addition to weekly and seasonal services, the Sanctuary Choir and Orchestra present three major performances a year for the congregation and community: a Christmas cantata or concert, an Easter major-work performance, and a concert for the W.C. Handy Music Festival (which will be our 40th annual concert this year).

**Purpose:**

The primary duty of the Director of Music/Organist is to maintain and build upon a program of sacred liturgical music for all worship services. The Director of Music provides music that inspires in accordance with United Methodist liturgical practice. Creative license is encouraged in a variety of settings to awaken fresh thinking about worship and the arts.

This purpose shall be executed through the direction of choirs and other ensembles, as well as through the execution of organ music for all worship services. Furthermore, the Director of Music will assist in educating the congregation on the role and nature of worship music.

We provide music for the community through special events such as the W.C. Handy Blues Festival Annual Concert. The Shoals area is rich in the Rhythm & Blues, Rock, and Country musical traditions (FAME Recording Studios and the Muscle Shoals Sound) and rich in musical talent (Jason Isbell, John Paul White, scores of Backup Singers, and several other Grammy winners, as well as the Shoals Symphony Orchestra). First United Methodist Church intends to remain a relevant musical influence by providing high-quality, cutting-edge music programs that span the classic composers of timeless worship music to more modern forms of music and the arts.

### **General Responsibilities:**

Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Our public and online behavior must reflect Christian values. This position does not require membership in the United Methodist Church; however, it is expected that all employees respect United Methodist doctrine and worship practices. Reasonable accommodation for the religious practice of employees who are not members of the United Methodist Church will similarly be provided.

### **Representative Responsibilities:**

#### *Choral Direction, Rehearsing, and Service Playing*

1. Providing organ music for all worship services at First United Methodist Church of Florence
2. Working with the Assistant Choir Director to train, conduct, and rehearse the Sanctuary Choir consisting of volunteers and Choral Scholars
3. Conducting and rehearsing a 24-piece orchestra for special occasions
4. Develop age-level choirs (i.e., a Children's Choir and Bell Choir, Youth Choir and Bell Choir, ) or recruit and supervise volunteers over these choirs, offering guidance and support to their efforts
5. Develop a music program for the First United Methodist Church Day School or recruiting and supervising volunteers and offering guidance and support to their efforts
6. Selecting hymns, choral repertoire, and organ repertoire in accordance with the calendar of the liturgical year, in consultation with the pastor
7. Rehearsing with other instrumentalists as needed
8. Providing musical and artistic support to creative programming in worship settings as well as other informal settings
9. Overseeing and coordinating music for all weddings and funerals, for which a separate stipend will be paid for weddings. Funeral honorariums are at the discretion of the families.
10. Training, conducting, and rehearsing the Wesley Ringers

#### *Communication and Personnel*

1. Attend and participate in regular staff meetings
2. Attend and participate in monthly Worship Planning Meetings with the Worship Committee
3. Co-lead, attend, and participate in weekly Production Meetings with Communications Director/Video Producer and Audio Engineer.
4. Meet regularly with the pastor to discuss the execution of liturgies
5. Supervise and direct all paid Choral Scholars
6. Consult with families regarding wedding and funeral liturgies, specifically with respect to music selections
7. Secure musicians when you are not available to lead in worship and coordinate with the finance manager for any stipends to be supplied
8. Serve as a liaison for the musical and liturgical education of the congregation
9. Provide content and subject matter in updating the website relevant to the music department

#### *Administration, Publication, and Planning*

1. Plan all hymns, choral repertoire, and organ repertoire in accordance with the Preaching Plan (sometimes Lectionary) and the Church Liturgical Year
2. Prepare weekly order of service for publication and work with the Communications staff to facilitate a quality visual representation

3. Prepare additional bulletins for all extraordinary liturgies including, but not limited to Blue Christmas (or Darkest Night), Christmas Eve, Ash Wednesday, Maundy (Holy) Thursday, Good Friday, and any other special worship observances
4. In consultation with the Day School Director, plan music classes and performances
5. Oversee the music budget, and allocate funds for choral scholars, instrument maintenance, and library as appropriate to the optimal success of the program
6. Prepare contracts and payment requests for vocalists, instrumentalists, and seasonal orchestral members in a timely fashion
7. Prepare written rehearsal and liturgical schedules for all ensembles
8. Write articles for newsletters and bulletins educating the congregation on the role of music in the liturgy, as well as articles providing context for the musical selections when appropriate or necessary

#### *Preparatory Work*

1. Diligently study and prepare all scores for choral rehearsals, both for the Sanctuary Choir and the planned age-level choirs
2. Prepare scores and parts for major choral/orchestral works or other music for big performances of the year (Christmas, Easter, W.C. Handy, other special concerts as they come up)
3. At the organ, prepare all hymns, service music, and organ accompaniments
4. Help all those involved in the music program to embrace preparation as a key to the successful execution of worship music and model a commitment to planning and preparation
5. Notify the appropriate Church personnel if there are any technical or facility issues requiring attention before a worship service or other performance

#### *Development and Recruiting*

1. Audition and recruit Choral Scholars as needed in conjunction with the Assistant Music Director.
2. Recruit and train members for Sanctuary Choir and the Wesley Ringers
3. You may provide vocal or instrumental lessons for a separate fee for those who are interested, so long as these private lessons do not interfere with your other responsibilities.
4. You may seek adjunct teaching opportunities at the local colleges, so long as your teaching schedule does not interfere with your other responsibilities. This will be seen as a recruiting opportunity where you are encouraged to invite students to become a part of the First United Methodist Church music program
5. Develop and curate Florenzmusik Concert Series as a community outreach program.

#### *Develop a System of Age-Level Choirs*

1. Promote, build, and educate Age-Level Choirs (noting that this will be an incremental implementation as talent and resources are available to cultivate)
2. Seek to use music as a connection between the Day School and the Church
3. Coordinate responsibility for rehearsals as needed with the Assistant Music Director and choirs
4. Consider planning and preparing an annual summer daytime camp to train and promote the chorister program

#### *Maintenance and Resources*

1. Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish, including the 1982 Reuter Pipe Organ (II Manuals, 18 Ranks Including Chimes), Yamaha Conservatory Baby Grand piano in the sanctuary, four octaves of Schulmerich Carillon Handbells, and various other instruments throughout the church. We are currently in the process of having our organ upgraded to a solid-state Peterson combination action system. Additionally we are having the Swell Machine on the organ refurbished.
2. Supervise the organization and inventory of the music library in conjunction with the choral librarians.
3. Provide hard and/or electronic copies of materials for all choir and ensemble members

4. Take responsibility for copyright laws and licensure. This includes keeping our CCLI license up to date.

### Qualifications and Competences

	Essential	Desirable
<i>Education</i>	Bachelor's degree	Graduate degree in a music-related subject
<i>Musical Abilities</i>	Thorough training in organ performance and worship service playing	Command of organ repertoire, representing the complete compositional spectrum of styles and periods
	Ability to follow the intricacies of the liturgy while playing and conducting	Skilled in the art of improvisation.
	Skilled in choral accompaniment from the organ	Capable of conducting from the console
	Trained in choral conducting	Considerable formation as a vocal coach
	Knowledge of the church music repertoire and current composers/arrangers	Understanding of performance practices appropriate to style and period
	Command of diction in English	
	Familiarity with the Church's liturgical calendar	
	Effective and efficient choral rehearsal technique	
		Proficiency with composition and arranging
	Technical understanding of the operation of musical instruments, and ability to troubleshoot	Skilled in minor organ repairs, such as tuning reeds
<i>Additional Skills</i>	Proficiency with Microsoft Office, and other basic software.	Proficiency with Finale, or other music engraving software
	Ability to work with Children, Youth, and Adults	Executive leadership skills
	Knowledge and respect of United Methodist theology, doctrine, and practices	Devout practice of your faith
<i>Personal Qualities</i>	Ability to work under pressure and respond appropriately	Ability to adapt well to last minute changes
	Commitment to maintaining harmonious morale in the workplace	

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as the Church's needs change.

**Mental Demands:**

- Verbal, written, and presentation communication skills
- Demonstrated ability to work well with others, including supervision
- Skills in relating with the public, the media, church members, occasionally difficult people, and in managing conflicting expectations
- Confidentiality, integrity, and honesty
- Ability to work under pressure with frequent interruptions
- Coordinate and implement multiple concurrent tasks
- Ability to plan and organize to meet deadlines
- Maintain a positive and helpful attitude at all times, even during difficult times
- Maintain healthy boundaries for professional effectiveness and personal well-being

**Physical Demands:**

Be able to work a varying work schedule with periodic long hours, especially during religious holidays.

**To Apply:**

Please send a cover letter, current resumé or C.V., and links to recordings of your leadership at the organ and/or in a choral rehearsal to chair of the search committee, Lisa Keys-Mathews, [lkeysmathews@umcna.org](mailto:lkeysmathews@umcna.org).