

Ministers: Please draw from these details as necessary to customize for your specific position.

Job Description
Director of Music Ministry
Unity Worldwide Ministries

A. General Description of Position

To develop, coordinate and administer an effective, well-rounded music program and provide leadership and supervision of professionals and volunteers involved in this ministry.

B. Position Duties and Responsibilities

1. Plan and implement appropriate music for Sunday worship services, and for midweek and special services as required, after consulting with minister regarding theme.
2. Recruit, train and rehearse members of the choir and/or music team, if applicable.
3. Provide administrative assistance to any ensembles not under his/her direction.
4. Contract with individual musicians, both from within and without the community, to provide special music as necessary. Accompany and rehearse with guests as needed.
5. Plan and produce special musical concerts and/or workshops (examples: fundraiser, talent show, coffee house, Christmas pageant). Note: If this is a part-time position, additional income can be negotiated for producing these events, e.g. a percentage of the love offering.
6. Attend at least one conference or workshop annually to remain up-to-date on the latest music and trends in New Thought and worship music and ministry. This is included as part of the music budget for the year.
7. Coordinate with sound team regularly to plan for A/V requirements and volunteer training.
8. Attend staff meetings, if applicable.
9. Provide all administrative effort required for all of the above, to include fundraising, budget proposals, communications with and training of volunteer musicians, etc.
10. Select, purchase and maintain music resources and sound equipment, within budget guidelines and restrictions.
11. Provide budget information to accountant and/or minister on a regular basis.



C. Position Qualifications

1. Knowledge of Unity and New Thought teachings and principles
2. Minimum of a bachelor's degree in music or 5 years' related experience, if possible
3. Experience in choral direction, arranging, accompanying—if applicable
4. Piano skills for leading congregational singing
5. Solo performance experience
6. Ability to perform and lead various styles of music
7. Leadership ability, ability to work with and inspire volunteers
8. High level of overall musicianship

