

**Director of Music Ministry  
Crawford Street United Methodist Church**

900 Crawford Street Vicksburg, MS 39180

(601)636-5612

<https://crawfordstreetumc.org/>



**Crawford Street United Methodist is seeking a full-time Director of Music Ministry\***

**To Apply:**

- Send letter of interest, resume, and contact information for three references to Rev. Kevin Bradley ([Pastor@crawfordstreetumc.org](mailto:Pastor@crawfordstreetumc.org)). Include your qualifications and experience related to the duties and responsibilities summarized below.
- Applications are encouraged by 31 July 2022, but position will remain open until filled.

**Qualifications:**

- Minimum Bachelor of Arts in music or equivalent experience
- Experience leading choirs and corporate worship
- Familiarity with liturgical elements of worship in the United Methodist Church
- Desire to work with church members of all ages and levels of musical ability

**Salary:** Negotiable commensurate with experience

**Duties and Responsibilities:**

- Direct the planning, coordination, operation, and evaluation of a comprehensive music program coordinated with the pastor and church calendar to strengthen and enrich congregational worship and growth.
- Assist the pastor in planning church services including the selection of congregational and special music.
- Choir, music groups, and instrumental responsibilities
  - Lead and direct choirs and musical groups/ensembles (e.g., hand bells) and rehearsals, to include organizing new groups.
  - Lead and direct youth music in coordination with Director of Youth Ministry and Youth Steering Committee.
  - Lead and direct children's choirs and music in coordination with the Director of Children's Ministry, including Cherub and Children's Chancel Choirs, Pageants, Vacation Bible School, Sunday night Music/Art/Activities/Drama (MAAD), and outreach to the Play School
  - Select music for all choirs, including special music presentations – cantatas, seasonal music, and secular performances.
  - Coordinate performance and rehearsal schedules of musical groups with the total church program.
  - Recruit and train members for music groups; visit and maintain frequent contact with participants.
  - Obtain instrumentalist for special music performances; direct instrumental groups and orchestras.

- Review and approve music to be performed by soloists.
- Acquire and maintain the appropriate Copyright License(s) for music.
- Support the Music and Worship Committees in planning and execution of their missions.
- Directly supervise the organist and pianist.
- Administer the funds provided in the annual music budget designated for music program activities.
- Procure and maintain all music accessories, equipment, and robes.
- Direct volunteers helping in the Music Library and directing choirs.
- Assist with training of acolytes.
- Prepare sanctuary for worship services.
- Purchase, file, and maintain all CSUMC music in the Music Library.
- Sound/audio responsibilities:
  - Maintain all audio equipment and accessories.
  - Set up and operate sound for Floral and Wesley Hall events and services in sanctuary (other than regular worship services), such as Children's Pageant, Service Over Self services, etc.
  - Supervise volunteers for audio assistance at worship services and other activities.
- Host outside musical groups, e.g., Ugandan Kid's Choir and others.
- Plan and attend choir trips.
- Lead/assist with and participate in programs/events of the District and Annual Conference when requested.
- Maintain awareness of changes to ministry as it relates to the Methodist Church, District, Conference, and community needs.
- Assist and counsel when needed or requested for special services or events such as weddings, funerals, luncheons, dinners, recitals, ecumenical services, Wednesday night programs, Mission Emphasis Service, Youth led service, children's Sabbath, etc.
- In the pastor's absence, at the direction of the pastor or the lay leader, coordinate with the leader of the Sunday church services, including:
  - Assist the lay leader with the order and content of the service.
  - Obtain scripture, sermon title, and other necessary information from visiting preacher.
  - Perform duties assigned by the pastor or the lay leader related to church services to be conducted in the pastor's absence.
- Perform other duties as assigned by the Pastor and Staff Parish Relations Committee.

**\*Crawford Street United Methodist is searching for both a Director of Music Ministry and an Organist. The positions have separate announcements, but for applicants meeting requirements of both announcements, the search committee will consider combining the job duties and pay into a single position.**