

Silver Spring United Methodist Church

Interim Director of Music and Organist

Job Description

Reports to: Lead Pastor
Status: 30 hrs a week
Pay: \$41,000 per annum rate
FLSA: Exempt
Effective: November 21, 2022 - April 23, 2023
Eligible to apply for permanent position

Job Description: The Interim Director of Music and Organist creates and directs the music programs for a culturally diverse and inclusive church, directs the Chancel Choir, and coordinates the Handbell Choir, Youth Handbell Choir, and Children Handbell Choir, as well as collaborates with the Lead Pastor and Praise Band Director in the coordination of weekly and special worship services at Silver Spring United Methodist Church (SSUMC), Silver Spring, Maryland.

Essential Functions:

- Provide leadership and supervision for the music programs of SSUMC, empowering and equipping the volunteers who lead and serve.
- Direct the Chancel Choir during the program year and the Summer Choir, including rehearsals and accompaniment.
- Collaborate with pastoral staff, guest preachers and occasionally the Director of Family Ministries to plan stimulating, inspiring music that enhances the worship experience for a diverse congregation that is variously drawn to traditional, gospel and contemporary Christian music traditions.
- Coordinate with staff to design, edit and produce the bulletins for weekly worship, and other services.
- Coordinate with staff, vocal and instrumental soloists, music leaders and area inter-faith colleagues and choirs to plan and produce occasional special music events/opportunities/ services that serve the church's overall focus, mission and vision.
- Provide organ/piano music (and/or arrange for a substitute/guest musician when necessary) for weekly worship, weddings, funerals, and special services (including Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Palm Sunday, Easter, etc.).
- Provide administrative leadership for the music programs including budgeting, scheduling, maintenance of the music library, copyright requirements, and equipment maintenance.
- Cultivate a sense of spiritual grounding, and practice compassionate care with members of the Music Ministry.

Minimum Qualifications

- Undergraduate music degree or equivalent.
- Relevant and successful experience leading a mid-size congregation's music program as organist and choir director.
- Knowledge of the church and Christian music and liturgy.

Physical Requirements

- Ability to move quickly and safely from the piano to the organ (and vice versa) during worship services.

Application

- Apply with resume to: careers@silverspringumcp.org

All SSUMC Staff Core Competences

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her/their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his/her/their part in team failures.
- **Diversity Management:** Manages all kinds and classes of people equitably; committed to the promotion of equal opportunity; ensures ongoing consultation with people that represent all types of difference; ensures that processes and practices are adaptable to different needs, abilities and ways of working.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; maintains non-anxious presence in the face of change or uncertainty; can comfortably handle risk and uncertainty; is flexible.

Position Specific Core Competencies

- **Attention to Detail:** Consistently attends to the many small pieces which must be

assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

- **Self-Development:** Sets appropriate personal work objectives, measures own

progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.

- **Technical Expertise:** Acquires and demonstrates the technical skills required to

proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

- **Teambuilding:** leads teams successfully through difficulties and challenges,

including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her/their team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible

deployment of volunteers; engages people in their areas of giftedness and passion.

- **Worship Leadership:** Supports the design of relevant and inspiring worship;

combines elements of theology, music and art to promote experiences of the sacred; chooses and crafts music that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.