

To make application, email pastor@uhumc.com

University Heights United Methodist Church

Indianapolis, Indiana

Job Description: Director of Music

Summary of Position

The Director of Music directs the ministry of music throughout the life of the church. This includes using the congregation's musical gifts and fostering the development of musical talents and ministry. The Director of Music coordinates, rehearses, directs and supervises musical ensembles of the church and assists the pastor in planning the congregational services of the church. The Director of Music acts as the supervisor of music employees and contracted musicians and effectively manages the music budget.

Qualifications

1. Committed disciple of Jesus Christ; seeking to know, love, and serve God and neighbor.
2. Music background through education and experience.
3. The ability to guide music ministry employees and volunteers of various ages to develop and grow their musical skills.
4. Experience with, and/or education in, worship leadership that promotes spiritual development and growth.
5. Knowledge of, and commitment to, diverse styles of worship music; including traditional, classical, gospel and contemporary.
6. Knowledge of United Methodist theology and music resources is desired.
7. Strong leadership, organizational, and communication skills.
8. Commitment to a collaborative ministry environment, exhibiting a willingness to partner with staff and volunteers in ways that support the church's overall ministry and growth.
9. Proven success with volunteer recruitment.

General Responsibilities

- Develop and implement an effective recruitment strategy for music volunteers and employees. This strategy must extend to the UIndy (campus) community and University Heights neighborhood finding ways to connect with our surrounding community and engage their artistic gifts.
- Attend once monthly staff meetings (90 minutes) and other church/supervisory meetings as requested.
- Communicate with the Finance Chair each fall regarding budget requests for the upcoming year.
- Supervise and conduct/perform with the handbell choir (rehearsals and performances). Ensure the bell choir director receives guidance and necessary resources for effective leadership.
- Report Sunday staff musician hours to the business manager utilizing agreed upon forms/formats.
- Coordinate with the pastor if requested in selection of hymns and other musical selections so as to align with worship themes, liturgical seasons and preaching texts/themes.
- Plan weekly worship music. Submit titles of musical selections to the administrative assistant for the Sunday bulletin no later than Tuesday morning (providing necessary information regarding hymn numbers, performers, etc.).
- Select music and facilitate rehearsals for ensembles. Schedule adequate rehearsal time so as to best accommodate the schedules of students and older church members.
- Oversee piano and other instrumental maintenance/tuning and security.
- Coordinate guest musicians for special services, as well as substitute musicians as needed according to established policy and within the budget.
- Maintain effective communication with staff and musicians via interoffice instant messaging system & email.
- Promote musical engagement through consistent written communication and announcements utilizing the weekly Eblast, monthly newsletter, bulletin, and worship slides, as well as personal invitation when appropriate.

- Other tasks as assigned by the pastor which contribute to the overall mission and operation of the church.

Sunday Responsibilities

- Warm up and rehearse with worship musicians on Sunday mornings before worship begins.
- Lead and direct music during worship services.
- Update the congregation through verbal worship announcements about upcoming concerts, events, and ways to be involved.
- Communicate and consistently follow established policies regarding pay reduction for paid musicians who are tardy.
- Coordinate seasonal services and special musical worship experiences.

Work Schedule & Status

Part-time (10 hrs. weekly), Salaried in a range of \$16,000-18,000 starting pay with regular cost of living and merit increases to be evaluated and determined by board.

Supervision

1. The Lead Pastor is the immediate supervisor.
2. The Pastor will evaluate the Music Director annually and submit the evaluation to the Staff Parish representative of the Governing Board for final approval. All performance evaluations will be placed in the personnel file of the employee.

Vacation and Sick Days: Refer to the Employee Policy Handbook of University Heights UMC.

Approved: May, 2026