



Calvary United Methodist Church
131 West Second Street, Frederick, MD 21702
www.CalvaryUMC.org

Director of Music Ministries and Choir Director

The Director of Music Ministries and Choir Director plays a vital role in the spiritual and musical life of Calvary United Methodist Church. This individual supports and enriches weekly worship through music, while also overseeing the full scope of the church's music ministries—including worship, Christian education, fellowship events, and special services throughout the year.

Key responsibilities include directing choirs, leading rehearsals, coordinating the peal bell program, and fostering growth by encouraging participation in all music groups. The director will also make use of both in-house and community vocal and instrumental talents to enhance the church's music ministry.

This is a year-round, part-time staff position (20 - 25 hours per week), which includes planning time, evening rehearsals, and weekend commitments. The Director of Music Ministries and Organist reports directly to the Senior Pastor.

Note: Calvary UMC may also combine this position with the organist position for a three-quarter time position with benefits. For the combined position description, please visit www.CalvaryUMC.org/job-openings/.

Notable Instruments at Calvary UMC:

Calvary UMC is home to a magnificent new pipe organ built by Cornel Zimmer Organ Builders, completed in March 2024. It contains 46 ranks, 2,796 pipes and a 4-manual console. It is "prepared for" to add a Gallery organ addition in the future.

The Sanctuary also houses a beautiful Steinway "D" piano. This instrument is used in worship as well as serving as a cornerstone of Calvary UMC's Community Concert Series.

Other pianos exist throughout the building and music rooms along with a 2-manual digital organ in the Chapel. In addition, there is a 5-octave handbell set, hand chimes, and a 3-kettledrum tympani set.

Calvary UMC's tower is home to a set of eight full circle peal bells cast by John Taylor Bell Foundry in Leicestershire, England. Calvary's peal bells represent a part of Frederick's unique landmark standing as possibly the only place in the world where three Western bell instruments are located within hearing distance of each other, along with the Carillon at Baker Park and the Chime Set at Trinity Chapel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Select appropriate music, train, rehearse, and direct the adult choir, handbell choir, and children's choir, in addition to other groups (such as youth choir) that may be developed from September through mid-June. Coordinate special music (soloists, small groups, instrumentalists) for summer services. Coach and train choir soloists. Oversee peal bell ringers and coordinate with local peal bell ringing groups (e.g., Washington Ringers).
2. Provide guidance, direction, and assistance to staff (volunteer or paid), including organist, of other choirs to maintain a quality music program that enhances and contributes to the overall ministry of the church.
3. Arrange for the regular maintenance of the organs (in conjunction with the organist) and pianos utilizing contractors approved by the trustees.
4. Hire musicians for special services.
5. In collaboration with the Senior Pastor, plan, prepare, and present an annual music ministry budget to the Finance Committee. Manage all music-related expenses throughout the year in alignment with the approved budget, remaining flexible and responsive to the overall financial health of the church. This includes responsible purchasing of music, materials, and supplies as needed.
6. Collaborate weekly with the pastoral staff to plan upcoming worship services, ensuring music selections thoughtfully enhance the overall worship experience for those in person and watching via the livestream. Attend regular staff meetings and participate in church team meetings as requested by the Senior Pastor. Communicate music ministry plans and updates clearly with Senior Pastor and Administrative Staff in the church office and key volunteers.
7. Participate in conferences, workshops, etc. to be aware of new ideas, methods, and techniques.
8. Encourage the growth of all choirs by inviting and nurturing new people for the music ministry, making the music program at Calvary a positive and rewarding experience for participants.
9. Establish annual goals for the music ministry which are reviewed and approved by the senior pastor and Staff Parish Relations Committee (SPRC).

10. Work with the pastoral staff to provide care for music ministry participants as needed.
11. Ensure the music rooms are prepared for rehearsals.
12. Participate in special areas of the church ministry. This could include, but is not limited to: Vacation Bible School, mid-week/evening Lenten programs, special Advent programs, the December 26 Historic Houses of Worship Community Tour, and other services/events as established through the annual planning meeting or as requested by church groups.
13. Engage with the coordinator of the church's Community Concert Series, providing support in all aspects of the program.
14. Optimize vocal and instrumental resources from the church & community.
15. Arrange for substitutes during times of absence.
16. Maintain membership in and participate the American Choral Directors Association (ACDA).
17. Look for opportunities to engage and promote Calvary's music ministry through community activities such as collaboration with local churches, AGO programs, etc.

SUPERVISORY RESPONSIBILITIES:

1. Fulfill supervisory responsibilities of music staff (volunteers or paid) with support of the senior pastor in accordance with the church's policies, values, and The United Methodist Book of Discipline.
2. Responsibilities include recommending selection, training and development of staff; planning, assigning, and directing work; appraising performance; rewarding and/or correcting behavior; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree, training in classical and sacred music, or equivalent experience.
2. Choral conducting experience.
3. Accompanying experience and ability to accompany and direct choir from the piano as needed.
4. Experience working with volunteers.
5. Preference will be given to individuals with:
 - a. Bachelor's degree or higher in church music.
 - b. Three to five years of choral conducting experience.
 - c. Three to five years of experience accompanying
6. A demonstrated understanding of music ministry and the role it plays in the life and mission of the church, as well as supporting the principles and values of the Christian faith.
7. Good organizational, leadership, communication, and people skills. Must be flexible, organized, able to multi-task and collaborate with others. Offer solutions to problems; exercise good judgement in all areas of responsibility.
8. Satisfactory completion of criminal and sexual offender background check, character and conduct questionnaire, and safe sanctuary training according to Calvary United Methodist Church Safe Sanctuary policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is frequently required to stand, sit, use hands, arms, fingers, legs, and feet, and to communicate verbally and non-verbally.
2. Must have highly discriminating hearing. Specific vision abilities required by this position include close vision and the ability to adjust focus.

3. Ability to be physically present in the church building to carry out duties for all worship services on Sunday mornings, Christmas eve, Lent/Holy Week, and December 26 Historic Houses of Worship Community Tour unless the church buildings are closed or time away is approved by the senior pastor.

WORK ENVIRONMENT:

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no adverse working conditions for this position. The noise level ranges from quiet to moderate.

SALARY: \$40,000 - \$45,000, commensurate with experience and education. A dedicated music office and rehearsal rooms are provided.

HOW TO APPLY:

To apply, please send the following materials to resume@calvaryumc.org. Phone inquiries will not be accepted.

Required Application Materials:

- Cover letter
- Resume with contact info, education, and work history
- Videos (emailable) or video links of the following (from the past two years):
 - Choral conducting of adult choir (examples for a bell choir and children's choir are helpful also)
 - Orchestral conducting (e.g. instrumental ensembles, such as brass and/or string groups that might be hired for Christmas and Easter.
 - Piano accompanying