

WESLEY UNITED METHODIST CHURCH
1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: Director of Music

REPORTS TO: Senior Pastor

QUALIFICATIONS:

Thorough knowledge, skills, abilities, and experiences in music ministry management. Advanced skill levels in vocal, piano and organ musical presentations. Position requires excellent verbal and interpersonal skills for effective communications with individuals and groups serving in assorted church leadership roles. Must be able to perform independently and exercise sound judgment and discretion; and, exhibit highest level of integrity and professionalism and be able to manage the activities of others. Prefer college level degree in music and minimum five years experiences as director or assistant director of a church music ministry.

JOB SUMMARY:

Responsible for overall music ministry management including planning, organizing, staffing, directing, and coordinating activities that require performances of the Intergenerational Choir, Men's Chorus, Women's chorus, Perfect Peace, Children's Choir and Youth Choir. Must be able to perform independently and exercise sound judgment and discretion.

PRIMARY RESPONSIBILITIES:

- Conduct rehearsals for the various choirs in accordance with established rehearsal schedules
- Organize and prepare for Tuesday and Wednesday evening rehearsals
- Plan and coordinate additional rehearsals for soloist and/or small group performances
- Plan music for worship services, including listening to, ordering, charting, copying, collating, filing, learning and making tapes and CD's for teaching purposes
- Coordinate, audition and recommend additional vocal and instrumental venues, as necessary
- Plan and select music for services including worship, funerals, holidays, others
- Keep abreast and be responsive to music ministry requests the Pastor and the church as a whole
- Perform management and supervisory functions for musicians, including hiring and selection and performance management, e.g. expectations, counseling, performance feedback and appraisals
- Consult with Pastor and sound engineers on audio or staging needs for presentation of services
- Perform other related duties as assigned

SIGNATURE OF RECEIPT AND UNDERSTANDING:

I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: _____ Date: _____

Witnessed by: _____ Date: _____

Committee on Staff/Pastor/Parish Relations (SPPRC), Chairperson or designee

Approved by SPPRC on _____

WESLEY UNITED METHODIST CHURCH

1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: Musician A

REPORTS TO: Director of Music

INTERACTS WITH:

Pastor; Director of Music; Choir Officers; Choir Members; Committee on Staff/Pastor/Parish Relations; Church Musicians

QUALIFICATIONS:

Thorough knowledge of Musical Instrument. Ability to read, interpret and play sheet music. Have knowledge and ability to chart and arrange music. Have the ability to sit and play music for extended periods of time in a church/worship environment.

JOB SUMMARY:

Provide musical accompaniment for Wesley United Methodist Church Choirs

PRIMARY RESPONSIBILITIES:

- Arrive for Sunday morning service at 9:45 a.m.
- Provide instrumental accompaniment for Sunday morning worship service beginning at 10 AM
- Attending rehearsals for Wesley United Methodist Church's Intergenerational Choir, Men's Chorus, Women's Chorus, and Perfect Peace.
- Provide backup and additional accompaniment to Children's Choir and Youth Choir as needed.
- Provides instrumental accompaniment at special events at Wesley United Methodist Church and other locations as requested by the Director of Music or Church Pastor.
- Musician will have thorough knowledge of music and practiced for the desired service or event.
- Musician will have knowledge of the desires of the church pastor and Director of Music as to what is appropriate music for a specific Wesley service.
- Maintains the highest level of integrity and professionalism.
- Ensure piano and organ are in good working condition and report any problems with instruments to Director of Music.
- Other related duties as assigned.

PAYMENT SCHEDULE:

- The Church Musician, a contract employee, will be paid twice a month (2nd and 4th Sunday)
- Wesley United Methodist Church of Austin, Texas will provide the Church Musician with the Internal Revenue Form 1099. The Church Musician shall be responsible for submitting the appropriate form(s) to the appropriate agency or agencies.
- The appropriate bodies of the church are responsible for any amendments to this document.

Signature of receipt and understanding: I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: _____ Date: _____

Witnessed by: _____ Date: _____

Committee on Staff/Pastor/Parish Relations, Chairperson or designee

Approved by SPPRC on 08/21/06

WESLEY UNITED METHODIST CHURCH
1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: **Musician B**

REPORTS TO: **Director of Music Ministry**

INTERACTS WITH:

Pastor; Director of Music Ministry; Other Musicians; Choir Members; church Members; Youth Choir

QUALIFICATIONS:

Thorough knowledge of musical instruments (piano and organ, ability to read music, interpret and play from sheet music.

JOB SUMMARY:

Responsible for providing instrumental accompaniment (piano and organ) to the different music ministries, as required by the Director of Music.

PRIMARY RESPONSIBILITIES:

- Arrive for Sunday morning service at 9:45 a.m.
- Have thorough knowledge of the musical selections each week and for each musical event.
- Play piano or organ for different church choir groups including Wesley United Methodist Church (“WUMC”) Intergenerational Choir, Men’s Chorus, Women’s Chorus, Perfect Peace, Youth Choir and Children’s Choir on Sunday mornings.
- Attend and play piano or organ at various WUMC choir rehearsals.
- Provide musical accompaniment at other special events as identified by Director of Music.
- Communicate with Music Director and Pastor to determine desired musical selections each Sunday and for special events.
- Ensure piano and organ are in good working condition and report any problems with instruments to Director of Music.
- Maintains the highest level of integrity and professionalism.
- Other duties as assigned by the Director of Music.

SALARY AND PAYMENT SCHEDULE:

- The Church Musician will be paid twice a month (2nd & 4th Sunday) and is a contract employee
- Wesley United Methodist Church of Austin, Texas will provide the Church Musician with the Internal Revenue Form 1099. The Church Musician shall be responsible for submitting the appropriate form(s) to the appropriate agency or agencies.
- The appropriate bodies of the church are responsible for any amendments to this document.

SIGNATURE OF RECEIPT AND UNDERSTANDING: I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: _____ Date: _____

Witnessed by: _____ Date: _____

Committee on Staff/Pastor/Parish Relations, Chairperson or designee

Approved by SPPRC on 08/21/06

WESLEY UNITED METHODIST CHURCH
1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: **Bass Guitarist**

REPORTS TO: **Director of Music**

INTERACTS WITH:

Committee on Staff/Pastor/Parish Relations; Finance Committee; Financial Secretary; Church Treasurer; Administrative Board; Council on Ministries; Church Employees; Church Members

QUALIFICATIONS:

Thorough knowledge of musical instrument (4, 5, or 6 string bass guitar), and the ability to read, interpret, and play sheet music. The individual may also have demonstrated ability to interpret, learn and play music by ear to note without error. Individual should also be capable of learning songs from pre-recorded sources and/or "on the spot" compositions, when sheet music is unavailable. Must be able to adlib musically or extend play at the choir Director's or Pastor's direction. Musical ability and knowledge should include a repertoire of old gospel standards as well as new contemporary gospel songs. Must have a demonstrated knowledge of the United Methodist Church's "Order of Service".

JOB SUMMARY:

Responsible for providing instrumental accompaniment to the different music ministries as required by the Director of Music.

PRIMARY RESPONSIBILITIES:

- Provide instrumental accompaniment for Sunday morning worship service beginning at 10:00am;
- Have thorough knowledge of the musical selections each week and for each musical event;
- Play bass guitar for different church choir groups including Wesley UMC Intergenerational choir, Men's Chorus, Women's Chorus, Perfect Peace, and the Youth and Children's Choir on Sunday mornings;
- Attend and play at various choir rehearsals;
- Provide musical accompaniment at other special events such as Annual Choir Musical and any others identified by the Director of Music;
- Communicate with the Director of Music and Pastor to determine desired musical selections each Sunday and for special events;
- Ensure that the bass guitar is in good working condition.
- The musician will assist Director of Music with music arrangements as required.
- Maintain knowledge of most current technology advances relating to the bass instrument.
- Other related duties as assigned.

SALARY AND PAYMENT SCHEDULE:

- The Bass Guitarist will be paid on the 2nd and 4th Sundays as a contract employee.
- Wesley United Methodist Church of Austin, Texas will provide the Bass Guitarist with the Internal Revenue Form 1099. The Bass Guitarist shall be responsible for submitting the appropriate form(s) to the appropriate agency or agencies.
- The appropriate bodies of the church are responsible for any amendments to this document.

WESLEY UNITED METHODIST CHURCH

1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: Sound Manager

REPORTS TO: Senior Pastor

INTERACTS WITH:

Committee on Staff/Pastor/Parish Relations (Chairperson or designee); Finance Committee; Director of Music; Administrative Board; Financial Secretary; Council on Ministries; Church Employees; Church Members

QUALIFICATIONS:

Graduation from high school required. Completion of college with emphasis relating to sound system/multimedia principles would be preferred; musical ear helpful; knowledge of multimedia operations helpful; and proven sound system skills helpful.

JOB SUMMARY:

The sound manager is to provide pulpit lighting and quality sound system support throughout the entire church facility. The individual will work independently under the guidance of the Pastor. This individual will work under normal working conditions as applicable to church worship/other services within the facility. The individual will be required to climb stairs. The individual will be required to lift up to approximately 50 pounds.

PRIMARY RESPONSIBILITIES:

- Responsible for setting up audio equipment including microphones, sound speakers, connecting wires and cables and related electronic equipment, as necessary
- Regulate volume level and sound quality during recordings
- Operate lighting and sound system support for all services/programs throughout the year;
- Sunday Worship Services
- Church Ministry Programs/Events
- Community Based Programs
- Weddings/Events
- Produce quality sound recordings (VHS/DVD) of Sunday Worship Services and other ministry events as requested;
- Label recordings and maintain chronological logs of recordings;
- Help maintain proper supplies;
- Report equipment malfunction/repairs needed immediately to the Pastor;
- Demonstrate a helpful and Christ-like attitude to congregation and volunteers;
- Participate in meetings as requested by the Pastor and/or Director of Music;
- External/internal marketing of recordings, i.e.
- The Steeple
- Cost of VHS/DVD
- List of past sermons---when available;
- Tape Ministry---keep public access current
- Other related duties as assigned.

Wesley United Methodist Church Policies and Procedures Manual

JOB DESCRIPTION, CONTINUED

JOB TITLE: **Sound Manager**

SALARY AND PAYMENT SCHEDULE:

- The Church Sound Manager will be paid monthly as a contract employee.
- Wesley United Methodist Church of Austin, Texas will provide the Sound Manager with the Internal Revenue Form 1099. The Church Sound Manager shall be responsible for submitting the appropriate form(s) to the appropriate agency or agencies.
- The appropriate bodies of the church are responsible for any amendments to this document.

SIGNATURE OF RECEIPT AND UNDERSTANDING:

I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: _____ Date: _____

Witnessed by: _____ Date: _____
Committee on Staff/Pastor/Parish Relations, Chairperson or designee

Approved by SPPRC on 12/01/08

WESLEY UNITED METHODIST CHURCH
1160 San Bernard Street ~ Austin, Texas 78702

JOB DESCRIPTION

JOB TITLE: **Assistant Sound Manager**

REPORTS TO: **Sound Manager**

INTERACTS WITH:

Committee on Staff/Pastor/Parish Relations (Chairperson or designee); Finance Committee; Senior Pastor; Administrative Board; Financial Secretary; Council on Ministries; Church Employees; Church Members

QUALIFICATIONS:

Graduation from high school required. Completion of college with emphasis relating to sound system/multimedia principles would be preferred; musical ear helpful; knowledge of multimedia operations helpful; and proven sound system skills helpful.

JOB SUMMARY:

The sound manager is to provide pulpit lighting and quality sound system support throughout the entire church facility. The individual will work independently under the guidance of the Pastor. This individual will work under normal working conditions as applicable to church worship/other services within the facility. The individual will be required to climb stairs. The individual will be required to lift up to approximately 50 pounds.

PRIMARY RESPONSIBILITIES:

- Responsible for setting up audio equipment including microphones, sound speakers, connecting wires and cables and related electronic equipment as necessary;
- Regulate volume level and sound quality during recordings;
- Operate lighting and sound system support for all services/programs throughout the year; Sunday Worship Services; Church Ministry Programs/Events; Community Based Programs; Weddings/Events
- Produce quality sound recordings (VHS/DVD) of Sunday Worship Services and other ministry events as requested;
- Label recordings and maintain chronological logs of recordings;
- Help maintain proper supplies;
- Report equipment malfunction/repairs needed immediately to the Pastor;
- Demonstrate a helpful and Christ-like attitude to congregation and volunteers;
- Participate in meetings as requested by the Pastor and/or Director of Music;
- External/internal marketing of recordings, i.e.The Steeple, Cost of VHS/DVD, List of past sermons---when available;
- Tape Ministry---keep public access current
- Other related duties as assigned.

