

**Director of Music Ministries and Sanctuary Choir  
First United Methodist Church of Salem, Oregon  
A Reconciling Congregation**

**Part time year-round position, 20 hours per week, \$24,000 per year**

**About First United Methodist Church of Salem, Oregon**

Founded in 1841 by members of the Jason Lee Mission to the Willamette Valley, Salem's First United Methodist Church is among the oldest protestant congregations in Oregon. Ours is a growing congregation with many young families.

We hold two vibrant Sunday morning worship services – one with a praise band, praise music and screen presentation in the MICAH Worship Center and the other with a choir, handbells, organ, hymns and liturgy in our historic sanctuary. The MICAH Worship Center was recently remodeled to include staging with built-in microphone and amplifier connections for the band. The historic sanctuary features wonderful acoustics, an Aeolian-Skinner organ, sister Steinway grand pianos, five octaves of Malmark handbells with three octaves of hand chimes.

First UMC of Salem is located in downtown Salem adjacent to the state capitol and Willamette University. Beginning in fall 2019, we become the home church for Claremont School of Theology.

For more information about our church, see [salemfirstumc.org](http://salemfirstumc.org)

**The ideal candidate for this position is:**

Welcoming

- Engages with and provides leadership for all aspects of the church's musical expressions
- Ministers to the musical and spiritual needs of the congregation, musicians, and Salem community
- Creates opportunities for all skill levels and ages of musicians
- Displays a vibrancy of faith in their work
- Is skilled in human relations with the ability to interact with a variety of people in a pleasant, faith-based manner
- Exercises tact, patience, discretion and confidentiality

Builder

- Is a team player, imaginative, forward thinking, supportive and growth-minded
- Organized and timely with communication and implementation of their plan for the music ministry
- Collaborative with the pastoral staff, music staff, music committee, volunteers and office staff
- Delegates without abdicating responsibility
- Connected to both worship service communities

Skilled

- Fluent in a broad range of worship, choral and instrumental music styles, including praise band and handbells, as well as classical and newly composed choral music
- Multi-generational teaching experience and skills, including children's music
- Able to coordinate with sound tech volunteers to produce high quality sound and recordings, as well as live-streaming services
- Knowledge of effective worship elements and United Methodist hymnals' content and organization

## **Key job responsibilities:**

- Sanctuary choir director, who plans and develops music for weekly worship in the Sunday 11:15 sanctuary service, including an introit and an anthem. Sanctuary choir season is September through mid-June.
  - Conduct, with the help of our skilled organist/accompanist, weekly rehearsals for Sanctuary Choir, which are currently on Wednesday evenings
  - Select hymns for the 11:15 worship service based on service and sermon themes
  - Provide worship service leadership of music, including introducing hymns and leading congregational singing
  - Provide service music information to office staff each week in a timely fashion
- Oversee the entire music program and staff, including handbell director, praise band director, organist and children's music leader
- Work with the praise band director to facilitate the use of soloists during special services
- Coordinate and facilitate summer music for the 11:15 worship service, including solo and ensemble special music, as well as Summer Choir once a month (rehearses on Sunday morning)
- Prepare and present music at liturgical and non-liturgical services throughout the year
- Manage music budget in collaboration with other music staff
- Manage and arrange for the maintenance of the church's instruments and music equipment
- Recruit, retain and sustain musicians for the various ensembles who provide music in worship for both services
- Create opportunities for volunteers to express their gifts in the musical life of the church
- Attend bi-weekly music staff meeting with senior pastor and other music staff members to plan, organize and communicate
- Provide materials and articles for bulletin and monthly newsletter as needed
- Attend worship planning meetings as needed

## Experience:

Minimum of 2 years choral conducting with experience in a church setting preferred

## Education:

Minimum of a bachelor's degree in a music field requirement with a master's degree preferred

## Compensation:

Currently \$2,000 per month, regularly reviewed by Staff-Parish Relations Committee. Additional salary opportunities as future openings in other paid music staff positions occur (handbell director, praise band director).

## To apply, send:

- Cover letter introducing yourself to the music committee
- Curriculum Vitae
- 3 references with phone number and email address
- Video of applicant conducting and/or rehearsing an ensemble

Mail to: First United Methodist Church of Salem, Attn: Director of Music Ministry Search, 600 State Street, Salem OR 97301

OR

Email to: [DirectorofMusicMinistriesFUMC@peak.org](mailto:DirectorofMusicMinistriesFUMC@peak.org)