



261 West Chapel Ridge Road
Pittsburgh, PA 15238
412-963-8155
www.faithfoxchapel.org

JOB DESCRIPTION: DIRECTOR OF MUSIC MINISTRIES

Summary: The mission of Faith UMC is to make disciples of Jesus Christ for the transformation of the world. We pursue this mission by welcoming all people and connecting them to opportunities to worship, grow and serve. The Director of Music Ministries supports this mission by providing oversight and direction for the music ministries within the Church, currently including a choir, bell choir, and support for weekly and seasonal worship services. The Director works to promote an atmosphere that understands music ministry in the context of discipleship, and seeks opportunities for growth and increased community connection.

Supervision: Reports to the Lead Pastor, under the general supervision of the Leadership Board.

Status: Part-Time, Year Round, Exempt

Hours: 8 hours per week

Compensation: \$10,400/year

Benefits: PTO, 24 hrs (equivalent of 3 weeks)

Qualifications:

- Must support the mission of Faith UMC and possess a growing, Christian faith.
- Bachelor's Degree in a related field, or equivalent experience, is preferred.
- Must be compliant with all applicable federal and state clearances.
- Understand the team nature of ministry and demonstrate excellent organizational, interpersonal and communication skills.
- Proven ability to work with people of all ages and coordinate volunteers.
- Familiarity with United Methodist practice and beliefs preferred.

Primary Responsibilities:

1. Design and implement a strategy for music ministries.
2. Plan, coordinate and direct the music for weekly worship, in conversation with the pastor and church organist, as well as special services.

Last Update: June 4, 2025
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3. Recruit, develop and manage volunteers to lead music, both in group and solo settings, enriching worship services throughout the year.
4. Lead, prepare, and promote the choir and intergenerational bell choir, including regularly scheduled rehearsal time during the school year.
5. Provide leadership for congregational singing when the choir is not in session.
6. Manage and develop the budget for music ministries.
7. Organize and curate the church's music library.
8. Provide for the care and regular maintenance of the church's musical instruments.
9. Oversee and ensure compliance with licensing for copyrighted material, as related to music, for livestream purposes.
10. Collaborate with the pastor to provide continuity in programming and mission.
11. Complete other duties, as assigned, consistent with the purpose of this position.

General Expectations:

- The Director of Music Ministries is expected to be present for Sunday morning worship, as well as seasonal holiday worship services, at Faith UMC. Pre-approved paid time off is an exception.
- Identify and participate in approved, ongoing continuing education, specific to music ministry.
- A written performance review will occur at least annually.
- Due to the ministerial nature of this position, the Director of Music Ministries is excluded from coverage under the Fair Labor Standards Act.

To Apply: Please email your resume and cover letter to jobs@faithfoxchapel.org, Attn: Rev. Dr. Susan Moudry, by July 19th, 2025. Faith UMC is an equal opportunity employer.