



Trinity United Methodist Church Springfield, Massachusetts

Job Title: Director of Music Ministries **OR**
Organist/Piano Accompanist AND Director of Choirs

Reports To: Senior Pastor

Position Type: 1 Full-Time position (40 hours per week) **OR** 2 Part-Time positions (20 hours per week)

Position Summary

The Director of Music Ministries will continue building Trinity's vibrant music ministry by actively engaging people of all ages while encouraging them to share their musical gifts, and providing spaces for the spiritual growth of the congregation and the community through music. The Director will serve as primary organist and pianist for worship services and direct the Trinity choirs made up of volunteers – currently there are three vocal choirs (adult Chancel Choir, youth Chamber Choir, childrens Choristers) and two handbell choirs (adult and youth). The person(s) hired for this position will be part of the Trinity staff, supervised by the Senior Pastor, and be bound by confidentiality.

Applicants for **Full-Time Director of Music Ministries** should meet all the qualifications for both of the positions described below and will be expected to fulfill all responsibilities.

DIRECTOR OF CHOIRS

Qualifications

- Bachelor's degree in Music required; Master's degree preferred.
- Advanced training and proficiency in choral and instrumental conducting.
- Knowledge of traditional, contemporary, and global Christian music and its performance.
- Christian values and knowledge of the United Methodist Church's traditions, theology, and practices.
- Excellent interpersonal and communication skills to work effectively with Organist/Piano Accompanist, other staff, volunteer choir members, and other volunteers.
- Demonstrated experience in maintaining and growing a high-quality music program.
- Education and pedagogical skills for inspiring and teaching people of every age, race, ethnicity, gender identity, sexual orientation, socio-economic condition, family structure, and physical or mental ability.
- Strong organizational and time management skills.
- Working knowledge of computer technology and music software.
- Ability to manage multiple tasks, collaborate with church staff members, and adapt to the dynamic needs of a church setting.
- Pass a CORI background check.

Responsibilities

- Schedule and lead regular rehearsals to prepare vocal choirs for participation in worship services.
- Recruit, train, and motivate volunteer musicians of all ages, fostering a welcoming and inclusive environment.
- Arrange for volunteer directors as needed.
- Contract with, and provide musical direction to, outside instrumental musicians.
- Manage the music ministry budget effectively and provide input for annual planning.
- Maintain extensive choral music library.
- Be available for special occasions such as conferences, institutes, and ecumenical services held at Trinity.
- Work closely with clergy and program staff in planning, scheduling implementation, and review of the music ministry program.
- Abide by Trinity's Safe Sanctuary Policy, ensuring the safety and security of all involved in music programs.
- Honor deadlines for submitting information for inclusion in church communications.
- Collaborate with the Organist/Piano Accompanist on all special musical events and programs.
- Collaborate with the Organist/Piano Accompanist on leadership of handbell choirs.
- Attend staff meetings and additional meetings as necessary.
- Submit yearly reports to the Annual Meeting of the church.
- Option of participating in the Boar's Head Festival, Trinity's annual Epiphany celebration.

ORGANIST/PIANO ACCOMPANIST

Qualifications

- Bachelor's degree in Music required; Master's degree preferred.
- Demonstrated proficiency in playing the organ and piano in worship settings.
- Knowledge of traditional, contemporary, and global Christian music and its performance.
- Christian values and knowledge of the United Methodist Church's traditions, theology, and practices.
- Excellent interpersonal and communication skills to work effectively with Director of Choirs, other staff and volunteers.
- Basic mechanical and technical knowledge of all church instruments.
- Manual dexterity and coordination for playing musical instruments.
- Working knowledge of computer technology and music software.
- Ability to manage multiple tasks, collaborate with church staff members, and adapt to the dynamic needs of a church setting.
- Pass a CORI background check.

Responsibilities

- Serve as the primary organist, pianist, and keyboard accompanist for worship services, rehearsals, and special events.
- Provide or arrange organ/piano accompaniment for special services such as weddings and funerals and assist clergy and families in preparation for these services. (The Organist/Piano Accompanist has right of first refusal for such services.)

- Be responsible for the tuning and maintenance of all church musical instruments.
- Contract with, and provide musical direction to, outside instrumental musicians.
- Be available for special occasions such as conferences, institutes, and ecumenical services held at Trinity.
- Work closely with clergy and program staff in planning, scheduling implementation, and review of the music ministry program.
- Abide by Trinity's Safe Sanctuary Policy, ensuring the safety and security of all involved in music programs.
- Honor deadlines for submitting information for inclusion in church communications.
- Collaborate with the Director of Choirs on all special musical events and programs.
- Collaborate with the Director of Choirs on leadership of handbell choirs.
- Attend staff meetings and additional meetings as necessary.
- Submit yearly reports to the Annual Meeting of the church.
- Option of participating in the Boar's Head Festival, Trinity's annual Epiphany celebration.

Salary Range

- \$60,000-\$65,000 plus benefits for full-time. Part-time will be adjusted.

Benefits

- Paid vacation time
- Professional development time and funds
- Flexible schedule (outside of rehearsal times and worship services)
- Church contribution toward insurance and pension benefits
- Use of church instruments for private instruction

How to Apply

To apply, please submit a cover letter, resume/CV, and three references to musicsearch@trinityspringfield.org and note whether you are interested in the full-time position or specify which part-time position. Applications will be reviewed on a rolling basis until the position is filled.

About Trinity United Methodist Church

Located in the Forest Park area of Springfield, Massachusetts, Trinity United Methodist Church is a Reconciling Congregation with a mission to celebrate God's love, nurture relationships with God and one another, and serve our community and world as we share the light of Christ. The Church building was designed to be a "Community Cathedral" where everyone in our neighborhood could come to learn, grow, be enriched, and draw closer to God. Visit us at <https://www.trinityspringfield.org/>

Overview of Trinity's Instruments

- 3-manual E.M. Skinner pipe organ
- 3 Steinway grand pianos

- Schulmerich handbells, 3 octaves +
- Suzuki hand chimes, 3 octaves
- 48-bell carillon