



Ukiah United Methodist Church

Note: to apply please email resume and any other information to: office@ukiahumc.org

POSITION DESCRIPTION: BAND DIRECTOR

General Responsibilities: Coordinates the music program of the Church in a manner that enhances the spirit of the worship and assists the congregation in experiencing and connecting with God.

Specific Responsibilities:

1. Coordinates the music program of the church with the Pastor, including the Soul Purpose Band, concerts, occasional soloists or other special music ensembles; develops suggested music selections based on upcoming Worship themes.
2. Directs the band music for a weekly blended service of worship that includes music representing a diversity of styles.
3. Conducts weekly rehearsals of music ensembles and bands, and a rehearsal on Sunday mornings in preparation for leading the music in the worship service.
4. Prints/prepares all sheet music.
5. Provides music to accompanists and band members, and congregational lyrics to the projection team (emailing the latter in a digital format), in advance, on an agreed upon schedule.
6. Maintains a record of paid musicians' attendance, providing this to the church office in advance of semi-weekly payments, according to the required schedule.
7. Provides a time card to the church office semi-weekly, in order to calculate sick time allocation per state law. (See sick time note below.)
8. Coordinates the schedule for 4 weeks off (unpaid) annually with the Pastor.
9. Any request for music at special events or services will be negotiated separately.
10. Establishes objectives annually for self and the various music groups for which responsible. Reports periodically on progress toward attaining objectives. This shall occur in the context of regular meetings with SPRC liaison and the Pastor. The job performance evaluation will be conducted by the SPRC liaison and pastor annually.
11. Promotes growth and an atmosphere of discipleship through service in the musical groups.
12. Arranges for the substitute directors as needed in consultation with the Pastor and SPRC.
13. Maintains the Soul Purpose files in church office.
14. Communicates resource availability, rehearsal times, service times and participation expectations to all musicians and band members.
15. Oversees instructions for volunteer sound techs.
16. Develops and communicates policies for Soul Purpose band members, consistent with church policies.

COMPENSATION:

- A salary of \$1,050 per month, based on the following:

TIME & SCHEDULE:

Weekly hours, outside of rehearsal time & services, will be at the discretion of the Band Director, (given the coordination of meeting schedules with the Pastor, SPRC liaison and other church volunteers, as needed).

Estimated Monthly On-Site hours: 30 hours on average

Estimated Prep, Communication & Administrative Hours Monthly: 20

Total Paid Hours: 50 per month: 12.5 hours per week for 4 weeks per month, or 12 weeks per quarter (one week off each quarter); This is to include 48 Sundays, plus the Christmas Eve Service.

The equivalent of two weeks cumulative absence is allowed annually for illness or other emergencies, without loss of pay, through the allocation of sick time in a manner consistent with state law. Band Director shall notify the Pastor of emergency absences, and the Pastor or SPRC shall be responsible for finding a substitute musician(s) as needed.

This position does not formally accrue vacation time, but allows for four weeks off (unpaid) annually, as described above.

In the event of absences not covered above, the Band Director shall obtain a substitute in consultation with the Pastor or SPRC liaison, and pay that person personally, or arrange for the church office to pay the substitute the appropriate amount from the Band Director's salary.