



CHURCH STREET UNITED METHODIST CHURCH

Knoxville, Tennessee

Director of Music Ministries

Position Specification

Job Description:

Church Street United Methodist Church (CSUMC) is conducting a search for a Director of Music Ministry to build on our history of strong reputable traditions of excellence in music and worship. The Director of Music Ministry must demonstrate exceptional choral conducting skills, professional leadership, organizational skills, and interpersonal skills to cultivate a rich comprehensive music program for all ages consistent with the vision and mission of CSUMC.

About Us:

At CSUMC, music is a vital part of worship, fellowship, and spiritual growth as we serve others. We are a vibrant congregation serving local and global communities. We worship God with traditions of beautiful classical music, timely liturgies and prayers, holy communion (celebrated the first Sunday of each month), baptism (all ages), contemporary preaching, and interactive rituals. Our hope as a faithful community of believers is to experience the mystery and joy of God's presence so that we may go into the world to share God's message of love through the witness of our lives.

All are welcome at Church Street! We believe every person is of sacred worth and created in God's image. We welcome and celebrate the gifts God has given to all persons without regard to race, color, national origin, ethnicity, age, gender, disability, status, economic condition, sexual orientation, gender identity, or religious affiliation. We respect diversity of opinion and expressions of Christian faith. We believe God loves everyone unconditionally! As God loves us, so let us love and serve in the name of Christ.

Because we are located in the center of the city, this congregation is enriched by the proximity of the University of Tennessee located near our church and our downtown community. The views represented among the congregation are diverse and are representative of the city's population itself. CSUMC is a faithful community of believers in Jesus Christ who are open to discussion, debate, and fellowship with one another.

Education: Master's degree required in Choral Conducting, Sacred Music, or equivalent.

Experience: Five years of prior experience in leadership and supervision of church music ministry, ten years is preferred. Proven expertise in conducting children, youth, and adult choral groups plus orchestral instruments, and handbells. Knowledge of traditional liturgical worship and liturgical calendar is expected.

Reports To: Senior Minister

Salary: Full time position. Salary range is \$89,500 to \$100,000, commensurate with experience. The church offers a competitive salary based on experience plus medical/dental insurance, paid time off, holidays, retirement contributions, and an educational fund.

Duties and Responsibilities:

Choral Conducting

1. Proven skills and excellence in choral conducting to build and grow a rich music ministry.
2. Oversees and provides expertise in planning all music for Nave Worship services (choral, solo and instrumental). Oversees selection and recording of music used for online worship.
3. Directs the Parish Adult and Youth choirs and oversees support staff for the Handbell and Children's choirs. Selects and purchases music for all choral groups.
4. Recruits and retains volunteers for all choral groups with success demonstrated by active attendance and performance.
5. Utilizes advanced choral techniques to educate and enhance musicality and choir performance.
6. Provides consultation for weddings, funerals and other special services, including arrangements for vocal, choral and organ music as requested.
7. Upholds and pursues the highest level of skill in choral conducting through regular practice, continuing education and active membership in professional organizations.

Leadership, Organization and Administrative

1. Supervises the Organist & Associate Director of Music Ministry, Music Assistant for Music and Worship, Children's Music Director, Choral Scholars, and other choral staff.
2. Schedules routine music staff meetings to provide communication and guidance related to administration duties and project organization.
3. Partners with the Senior Minister and lay leadership to accomplish the vision of the church. Help analyze needs, growth opportunities and respond with appropriate programming, prioritization and leadership.
4. Oversees the Choral Scholar program. Recruiting, mentoring, relationship building, ensuring payments, hiring and firing are all key responsibilities.
5. Develops and executes the annual music budget in collaboration with the church administrator. Provides oversight of the budget, operates within budget and is able to make adjustments as needed.
6. Recruits and hires paid and volunteer instrumentalists. Negotiates and pays contracts in a timely manner (i.e. Easter and special events).
7. Contracts with professional musicians, clinicians, or guest conductors, as appropriate.
8. Plans and executes all aspects of the annual Youth Choir tour (utilize specific Youth Choir Tour travel account), annual August Youth Choir camp, and the annual July Children's choir camp.
9. Plans and executes any activities for the Parish Adult Choir.
10. Attends Staff meetings, Worship Planning, Worship Committee, Altar Guild, Church Council, and other special event committee meetings as requested.
11. Oversees care for the church and music department assets. Organ, pianos, handbells, timpani, tower bells and choir robes.
12. Oversees ASCAP music licensing reporting for the church.
13. Proofreads bulletins for worship, funerals, weddings, and concerts, plus church newsletter and other publications.
14. Schedules use of buildings and rooms for all music events including any food services needed.

Community Engagement and Donations

1. Oversees the Master Arts Series, including recruiting talent, negotiation of contracts, advertising, program and brochure design, trips and all expenditures from the Master Arts Series funds.
2. Oversees, promotes and builds donors and support for the Master Arts Series within the church and beyond.
3. Oversees Memorials gifted to the Music Department.
4. Oversees expenditures from five music endowment funds. Plan budgets for these annual expenditures.
5. Coordinates the use of the Nave for external/secular music community events mutually agreed upon with church staff. (i.e. Knoxville Opera, Big Ears Festival, Community School of the Arts, area school choral performances, etc.)
6. Provides oversight and coordinates UT Football parking in partnership with the Director of Youth Ministries and the Season Football Parking Pass Coordinator. Recruits volunteers, plan schedules, passes, signage, communication, make deposits and work home game events.

Service and Standards

1. Promotes cooperative work attitudes with others.
2. Follows and enforces Safe Sanctuary and Safe Gathering policies at all times, including off site events.
3. Represents the Mission and Welcome of Church Street across all areas of the Music Ministry.
4. Fosters healthy relationships, supportive teams, and engages individuals in growing in their faith journey through their musical gifts and talents.

Music at Church Street United Methodist Church

Music is a vibrant and integral part of worship at Church Street United Methodist Church. Our rich tradition of choral and instrumental music spans a wide range of repertoire, from classical sacred works to contemporary sacred choral music to major works for seasonal celebrations. Musicians of all ages participate in ensembles that perform with guest instrumentalists for worship and special services.

Parish Adult Choir – The Parish Adult Choir, with more than 40 voices, sings weekly at the 11:00 a.m. service. The choir performs a wide range of repertoire, from traditional and sacred music to large-scale works for major holidays. They also collaborate with guest orchestras and soloists for special services and performances throughout the year.

Parish Youth Choir – Open to singers in grades 6–12, the Parish Youth Choir rehearses weekly and sings every Sunday during the school year at the 8:30 a.m. service. The choir embarks on an annual tour, performing throughout the United States, and provides young singers with high-level ensemble experience and performance opportunities.

Children's Choir – Open to singers in grades 1-5, the Children's Choir continues the development of young voices with weekly rehearsals and 3–4 performances per semester.

Kinder Choir – Open to 3 and 4 year olds, the Kinder Choir meets during Sunday School each week. This introductory choir provides early musical experiences in a fun, engaging environment.

Handbell Ensemble – The Handbell Ensemble rehearses weekly and performs nearly four times a year. Using an eight-octave set of handbells, this ensemble also participates in handbell festivals and special events, bringing both instrumental skill and liturgical artistry to worship.

Scholarship Singers – The Scholarship Singers are a select group of collegiate musicians engaged to support and strengthen the Parish’s choral program. These singers supplement both the Parish Adult Choir and Parish Youth Choir, singing at both Sunday morning services. In addition to service leadership, Scholarship Singers attend Adult, Youth, and Children’s Choir rehearsals, providing musical leadership, mentorship, and consistency across the entire choral program.

Instruments

82-rank Aeolian-Skinner pipe organ

9-rank antiphonal organ

Handbells

Timpani

Parish Adult Choir Tours

Washington, DC (National Cathedral) – 2014

Charleston, South Carolina (Spoleto Festival)

In Residence

Washington, DC (National Cathedral) – 2024

Parish Youth Choir Tours

Boston, Massachusetts – 2010

Chicago, Illinois – 2011

Toronto/Niagara Falls – 2012

Philadelphia/New York – 2013

Baltimore, Maryland/Washington, DC – 2014

Quebec/Montreal City, Canada – 2015

Savannah, Georgia – 2016

Boston, Massachusetts – 2017

Raleigh, North Carolina – 2018

New York City, New York – 2019

Chicago, Illinois – 2022

Washington, DC – 2023

Boston, Massachusetts – 2024

Dallas, Texas – 2025

Representative Repertoire:

Parish Adult Choir Anthems

A Repeating Alleluia — Hampton

Abide With Me — Hogan

Be Thou My Vision — Rutter

Behold, the Tabernacle of God — Harris

Come, Thou Fount of Every Blessing — Wilberg

Come to Me — Forrest

Comfort, Comfort — Ferguson

Canticle of the Turning — Ferguson

For the Fruit of All Creation — Hopson

Five Mystical Songs — Vaughan Williams

Hear My Prayer — Hogan

How Can I Keep from Singing — Ellingboe

How Lovely Are the Messengers — Mendelssohn

I Want to Walk as a Child of the Light — Trenney

I Will Arise — Shaw-Parker

If I Take the Wings of the Morning — Dams

If Ye Love Me — Tallis

Parish Youth and Children’s Choir Anthems

A Chorister’s Prayer — Neswick

A Repeating Alleluia — Hampton / Curry

All Things Bright and Beautiful — Rutter

All Things Work Together for Good — Carter

Be Thou My Vision — Parker

Bonse Aba — Fischer

Cantate Domino — Hassler

Canticle of the Turning — Ferguson

Cantique de Jean Racine — Fauré

Charity and Love — Tullock

Fairest Lord Jesus — Hampton

For the Fruit of All Creation — Hopson

God Be in My Head — Scott

How Lovely Are the Messengers — Mendelssohn

I’m Goin’ Up a Yonder — Hawkins / Sirvatka

Jubilate Deo — Anglea

Make Me a Channel of Your Peace — Temple

Jesus Christ, the Apple Tree — Poston
Jubilate Deo — Britten
Listen, Sweet Dove — Smith
My Shepherd Will Supply My Need — Wilberg
O How Amiable — Vaughan Williams
O Love — Hagenberg
O Vos Omnes — Victoria
Psalm 100 (Jubilate Deo) — Roth
Stay With Us — Hovland
The Apple Tree — Scott
The Beatitudes — Phillips
The Lord Is My Shepherd — Rutter
The Road Home — Paulus
Ubi Caritas — Duruflé
What Sweeter Music — Rutter
When Rooks Fly Homeward — Bynon

Larger Works

Requiem — Johannes Brahms
Rejoice in the Lamb — Benjamin Britten
St. John's Passion — Bob Chilcott
Requiem — Maurice Duruflé
Requiem — Gabriel Fauré
Requiem — Wolfgang Amadeus Mozart
Gloria — John Rutter
Requiem — John Rutter
Gloria — Antonio Vivaldi

May God Be Merciful to Us — Powell
My Shepherd Will Supply My Need — Wilberg
My Song Is Love Unknown — Archer
Notre Père — Duruflé
Now Thank We All Our God — Rosewall
O Love — Hagenberg
Of the Father's Love Begotten — Wohlgemuth
Praise His Holy Name — Hampton
Praise We Sing to Thee — Haydn / Luvaas
Psalm 100 — Clausen
Rejoice, the Lord Is King — Archer
Ride On, King Jesus — Kern
Rise to Sing — Phillips
Sing Alleluia, Sing — Ewer
Sing Me to Heaven — Gawthrop
The Fruit of the Spirit — Forrest
The Lord Is My Shepherd — Pote
The Road Home — Paulus
The Twenty-Third Psalm — McFerrin
Ubi Caritas — Duruflé
With a Voice of Singing — Jennings
With Songs of Rejoicing — Bach / Hopson
Zion's Walls — Copland

Application Information:

A resume and cover letter are required for applications. Please submit as a single PDF file.

Email to Will Johnson, Chair
Director of Music Search Committee
DOMSearch@churchstreetumc.org

The following will be required of candidates later in the search process: college transcripts, references, a statement of faith, and samples of video-recorded conducting performances.