

SHORTER COMMUNITY AFRICAN METHODIST EPISCOPAL CHURCH
3100 RICHARD ALLEN COURT – DENVER, COLORADO 80205
Rev. Dr. Timothy E. Tyler, Pastor

Shorter Community African Methodist Episcopal Church in Denver, Colorado announces a full time Church Staff position as Minister of Music. The candidate will direct and coordinate all music and performing arts ministries. We seek an outstanding, Christian individual who will begin in the Summer of 2010 at a salary consistent with experience and qualifications. Candidates should demonstrate an ability to play both the organ and piano, read and direct a blended range of church music genres. Five Years Experience or A Bachelor's degree or higher in Church music is preferred.

The current compensation includes: Health Insurance, Vacation Leave and Sick Leave. Relocation reimbursement is negotiable.

Send resume, statement of future music interests, and contact information for at least three references to:

Richelle Fry Skinner, Executive Assistant
Shorter Community African Methodist Episcopal Church
3100 Richard Allen Court
Denver, Colorado 80205

Or via email: shorterchurch@aol.com

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Department

Music Ministry

Job Title

Minister of Music

Position Summary

Assists the church in planning, conducting and evaluating a comprehensive music ministry.

Position Status:

Exempt – Full time

Terms of Employment

12 months

Salary Range:

Minimum: \$22,445 Mid: \$33,500; Maximum: \$50,000

Reports to:

Pastor

Supervises:

Music Ministry Staff

Office Hours

Monday - Friday; TBD

Key Areas of Responsibility

General Duties

- Must retain Sunday Service hours of 9:30 am – 2:00 PM; all Special Worship Services and rehearsals
- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
- Coordinate the Church Music Department with the Liturgical Seasons of the church and the Church calendar.
- Provide assistance to the Pastor in determining goals, organization, leadership, facilities, finances and administrative process of the music department
- Provide assistance to the Pastor in planning choral music for the Worship Services of the church
- Provide a monthly Music Department calendar to the Office Administration of the Church to include rehearsals, special engagements, etc.
- Manage all music department staff such as directors of choirs, organists and other musicians, worship leaders and accompanists and coordinate the training
- Coordinate with music and musicians to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups for all weddings and funerals to be held in the church
- Provide coordination/organization for all choirs and leadership of congregational singing.
- Manage the work load and scheduling of all music leaders in the Music Department
- Manage the upkeep of all instruments and other music equipment in the church
- Maintain an up-to-date and adequate library of music
- Keep abreast of the latest music technology, materials and utilize them within the Music Department by attending at least one Music Seminar per year based on the budget, with approval of the Pastor.
- In consultation with the Choir Officers prepare an annual budget to be recommended to the Stewardship and Finance Commission.
- Monthly meeting with Choir Officers to discuss Music Department goals, etc.
- In the absence of the Minister of Music, appoint a member of the Music Staff to supervise the Music Department with the approval of the Pastor
- Provide a schedule of work hours and special services for all Music Department Staff
- Perform a written evaluation of all Music Department Staff on an annual basis and submit to the Pastor for review.

- Implement Music Workshops for musicians and choir members at least once a year
- Comply with all established church policies and procedures, as well as the Shorter Church Personnel Handbook

Qualifications

The candidate should:

- Have a strong, growing personal relationship with Jesus Christ, a commitment to holiness and a lifestyle of prayer and devotion.
- Five Years Experience or a Bachelor's degree or higher in Church music is preferred.
- Ability to read and teach vocal music
- Ability to play piano, Hammond organ, Pipe Organ and keyboards
- Ability to listen effectively and to communicate clearly, both orally and in written form
- Requires exceptional leadership and speaking skills
- Requires exceptional administrative and time management skills
- Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- Must be a spiritual leader for music ministry

Additional Responsibilities

- Performs other duties as assigned
- Deals effectively and accurately with highly confidential information.

Evaluation and Compensation

The Minister of Music works directly under the Pastor and receives an annual evaluation of job performance and review. The current compensation includes: Health Insurance, Vacation Leave and Sick Leave

Application Period open until July 3, 2010.

Shorter Community African Methodist Episcopal Church is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.