

Mount Olivet United Methodist Church (<https://www.mountolivetumc.com/>), an inclusive community that believes all people are of sacred worth and dignity, is seeking a full-time Minister of Music & Organist. The position is in Arlington, Virginia, just outside Washington, D.C. The salary range is \$68,000-\$74,000, commensurate with experience. The deadline for applications is August 15, 2024.

Job Summary

The Minister of Music & Organist oversees all aspects of the traditional music ministry and provides keyboard music for all traditional worship services. They also assist clergy in the overall development of music and liturgy.

Essential Functions

- Oversee the music ministry's core offerings: Mount Olivet Choir (adult/intergenerational), children's music (currently grades K-5), and handbells.
- Develop new ministry areas in consultation with staff and volunteer leaders, including youth music, educational programs, and one-off/pickup choirs.
- Plan and lead Wednesday and Sunday rehearsals of the Mount Olivet Choir, plus occasional rehearsals of other ensembles.
- Coordinate curricula with lead volunteers in the children's music ministry.
- Advise the trustees on maintenance needs for the church's organ, pianos, and other instruments including handbells and hand chimes; coordinate regularly scheduled maintenance of sanctuary piano and organ
- Plan and collaborate with clergy in the selection of music for worship.
- Provide authorship details, program notes, texts, and other materials as appropriate for the traditional worship service bulletin.
- Prepare and coordinate occasional choral events, including but not limited to the seasons of Advent and Lent.
- Provide music for weddings and funerals/memorial services with the right of first refusal and for additional remuneration.

Core Competencies

- **Spiritual maturity.** Professes Jesus Christ as Lord and Savior. Understands this position as a sacred vocation. Demonstrates a commitment to personal spiritual growth, a healthy lifestyle, and service to the congregation and community.
- **Interpersonal Skills.** Establishes good working relationships with staff and volunteers; embraces volunteers as essential contributors. Easy to work with, encouraging, approachable.
- **Team Orientation.** Respects and supports the senior pastor, other clergy, and staff; sets an appropriate tone for staff-volunteer relations; offers ideas and solutions for the benefit of others. Is comfortable sharing credit for team outcomes.
- **Worship Leadership.** Facilitates relevant and inspiring worship; exhibits a sensitivity to the theological and aesthetic orientation of the clergy and congregation; creates moments of worship that draw congregants to an experience of the divine.

- **Motivating Others.** Creates a climate in which people want to excel; can motivate many kinds of team or project members; empowers others; invites shared input and decision making; signals to each individual that their work is valuable.
- **Volunteer Management.** Provides direction, gains commitment, facilitates change, and achieves results through the effective deployment of volunteers; engages people in their areas of giftedness and passion.
- **Organizational Knowledge.** Develops relationships with congregants; understands basic church governance structures and anticipates their attendant concerns; accesses both formal and informal networks for support in fulfilling the essential functions.
- **Initiative.** Must be comfortable working independently, defining goals, and adhering to self-directed work schedules with minimal supervision.
- **Personal Resilience.** Copes well with changes in the order of worship, including the occasional last-minute revision. Demonstrates flexibility with changing circumstances and competing priorities.
- **Self-Development.** Maintains the specialized skills required for the job; sets “stretch goals” designed to improve fluency and expand knowledge.

Minimum Qualifications

- Bachelor’s degree or equivalent formal training in music; advanced degree in music, sacred music, or another related field is preferred
- Substantial experience in playing for worship services and leading choral rehearsals (at least one or two full-year cycles for each)
- Ability to prepare choral and keyboard music to an adequate standard of performance, sometimes with lead time as short as one to two weeks

Salary and Benefits

- Salary range is \$68,000-\$74,000, commensurate with experience. Mount Olivet UMC offers the opportunity to enroll in group health and dental insurance. The Church provides retirement benefits, workers compensation insurance, death and disability insurance to all fulltime employees.
- Staff members accrue annual leave and sick leave, and they may apply for funds to support professional development and/or continuing education.

How to Apply

Please send a cover letter and 3-5 video samples (preferably as links) that demonstrate your best work and align with the job requirements to Cheryl Moore, mojobs2024@gmail.com.

Candidates will be evaluated on:

- Expertise in incorporating organ and vocal music in a worship setting
- Choral directing
- Ability to recruit volunteers
- Leadership, communication, and organizing
- Ability to foster energy and enthusiasm among volunteers

- Ability to work in a team
- Ability to work with children and youth
- Profession of Christ as Lord and commitment to spiritual growth

Applications will be reviewed on a rolling basis, but they must be received no later than **August 15, 2024**.