



Director of Music

General Description

The Director of Music provides spiritual and organizational leadership for Marvin Methodist Church's traditional music ministry. This position oversees the traditional music program, including choirs, organ and instrumental music, handbells, children's and youth music ministries, special programs, and performances, and has primary responsibility for traditional music offerings in sanctuary worship. The Director also provides leadership for the Marvin Concert Series and coordinates the Mewbourne Choir Enrichment Fund.

The Director is both a music educator and a ministry leader who builds relationships with choir members, the congregation, staff, and the broader community through worship, rehearsals, weddings, funerals, concerts, fellowship events, retreats, classes, and other ministry opportunities. As a director-level staff member, this individual is expected to contribute actively to the health, unity, and culture of the entire Marvin staff and to approach ministry collaboratively rather than as an isolated department. The Director works closely with the Associate Director of Music/Organist and other ministry leaders to advance the mission and vision of Marvin Methodist Church.

Responsibilities and Duties

- Provide vision and leadership for the traditional music ministry, ensuring musical offerings are worshipful, spiritually meaningful, excellent, and aligned with the mission and vision of Marvin Methodist Church.
- Encourage spiritual growth, discipleship, belonging, and community among participants in the music ministry, with particular attention to the Chancel Choir.
- Direct the Chancel Choir and provide direction, supervision, or coordination for other adult choirs, youth and children's choirs, handbells, instrumentalists, and related traditional music offerings.
- Recruit, equip, develop, and retain singers, musicians, directors, and volunteers; cultivate both musical excellence and a healthy ministry culture.
- Identify, develop, and utilize the gifts of laypeople, students, and emerging leaders within the congregation.
- Plan and lead effective rehearsals and coordinate guest artists, special musicians, concerts, and seasonal or special worship offerings.
- Contract with musicians and guest artists as necessary and in accordance with church policies and approved budgets.
- Collaborate weekly with clergy, worship staff, communications staff, and other appropriate team members in planning worship services, special services, and supporting materials.
- Partner across ministry areas when music can strengthen congregational life, discipleship, outreach, special events, and community engagement.
- Provide leadership for the Marvin Concert Series, including collaboration with staff, committees, sponsors, patrons, artists, and community partners.
- Coordinate the Mewbourne Choir Enrichment Fund with designated church leaders and ensure its use supports the intended purpose of the fund.

- Coordinate with Tyler Junior College Music Department Chair for Mewbourne Scholar program participants. Develop and foster relationships with other area college Music Department Chairs to recruit student singers.
- Maintain a meaningful presence in the Tyler community on behalf of Marvin while keeping the primary focus of the position on the ministry, staff, congregation, and music programs of Marvin Methodist Church.
- Develop and manage the annual music budget; responsibly steward church resources and maintain required financial records in coordination with the Finance Department.
- Pursue appropriate professional development and continuing education with approval as required by church policy.
- Use current technology, digital communication, planning tools, and church systems effectively to support worship planning, scheduling, communication, volunteer coordination, and ministry administration.
- Perform other duties and ministry responsibilities as assigned by the Lead Pastor or supervising Executive Pastor.

Staff Culture and Organizational Expectations

- Be an engaged member of the full Marvin staff, not solely the music department, and actively contribute to a healthy, Christ-centered, collaborative staff culture.
- Build trusting working relationships across departments and demonstrate a willingness to support the broader ministry of the church, including priorities that may fall outside the immediate scope of music and fine arts.
- Participate fully in staff meetings, staff development days, planning meetings, worship planning, retreats, and other required staff gatherings.
- Communicate directly, respectfully, clearly, and promptly. Address concerns through appropriate channels, participate constructively in difficult conversations, and work toward healthy resolution when conflict arises.
- Demonstrate humility, teachability, emotional maturity, accountability, and a willingness to receive feedback and adjust when needed.
- Help create a staff environment marked by trust, encouragement, hospitality, excellence, shared ownership, and mutual respect.
- Avoid ministry silos by sharing information, coordinating calendars and resources, and seeking opportunities for partnership with other ministry areas.
- Champion change appropriately and remain adaptable as ministry needs, staffing structures, technology, worship practices, and congregational needs evolve.
- Maintain confidentiality and exercise sound judgment with sensitive personnel, pastoral, financial, and congregational information.
- Represent Marvin Methodist Church with professionalism, warmth, integrity, and Christian character in interactions with staff, volunteers, congregation members, guests, artists, vendors, and community partners.

Work Schedule, Presence, and Availability

- This is a full-time, on-site ministry leadership position. Regular physical presence in the church office during established business hours is an essential expectation of the role, except when ministry responsibilities, approved leave, or authorized work require the Director to be elsewhere.

- The Director is expected to be accessible and actively engaged with staff during the normal workweek so that collaboration, planning, communication, and relationship-building can occur consistently.
- The nature of church ministry requires work outside normal business hours, including Sundays, rehearsals, concerts, weddings, funerals, special services, seasonal events, and other ministry needs. The Director is expected to maintain the flexibility necessary to fulfill these responsibilities.
- The Director is responsible for managing time and workload in coordination with the supervising pastor while maintaining reliable presence, responsiveness, and fulfillment of ministry responsibilities.
- Maintain residence within the Tyler area unless otherwise approved by church leadership.

Supervision of Others

- Associate Director of Music/Organist
- Handbell Directors (paid or volunteer)
- Youth and Children's Choir Directors (paid or volunteer)
- Contract musicians and other music personnel, as assigned
- Volunteers serving within Music ministries

Supervision Received

Directly accountable to the supervising Executive Pastor or other supervisor designated by the Lead Pastor. The Director works collaboratively with clergy, worship leadership, appropriate lay leadership, and church committees. Employment and performance matters are handled in accordance with the Employee Handbook and the church's established governance and personnel processes.

Minimum Qualifications

- Mature Christian faith and a demonstrated commitment to the mission, values, and ministry of Marvin Methodist Church, with beliefs compatible with Global Methodist doctrine.
- Master's degree in Music or equivalent combination of education and significant related experience; formal training with emphasis in choral conducting is preferred.
- Demonstrated worship leadership skills and the ability to plan and lead cohesive traditional worship experiences.
- Significant experience leading church music in a congregational setting, including experience recruiting, developing, and leading volunteer musicians; large-church experience is strongly preferred.
- Proficient accompanying skills or equivalent musical competency appropriate to the position.
- Strong leadership, communication, organizational, administrative, and interpersonal skills.
- Working proficiency with Microsoft 365 and the ability to learn and effectively use current church, scheduling, communication, music, and worship-planning technology.
- Participation in appropriate professional associations and ongoing development within church music and worship leadership.

Important Leadership Qualities

- Spiritually grounded and ministry-minded, with a heart for worship, people, and the local church.
- A collaborative team member who values the success of the whole church over individual programs or departments.

- A relational leader who develops people, empowers volunteers, and builds healthy teams rather than simply accomplishing tasks.
- Self-motivated, dependable, energetic, and able to exercise initiative while remaining accountable to supervision and organizational priorities.
- Honest and trustworthy, demonstrating integrity, discretion, good judgment, and appropriate confidentiality.
- Clear and timely communicator who follows through on commitments and keeps appropriate people informed.
- Organized and attentive to detail, with the ability to manage multiple priorities, calendars, deadlines, events, and people.
- Flexible and solutions-oriented, able to respond constructively to changing circumstances and ministry needs.
- Professional and approachable in conduct and presentation, recognizing the relational and public-facing nature of ministry leadership.
- Committed to the policies, procedures, staff expectations, and standards outlined in the Marvin Methodist Church Personnel Manual and other applicable church policies.

Working Conditions

Full-time, primarily on-site position. The role includes regular weekday office responsibilities as well as evening, weekend, Sunday, holiday, and special-event responsibilities inherent to worship and ministry leadership.

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