

FUMC Job Description

Job Title: Director of Traditional Music
Revised: 7/15/2026
Reports to: Senior Pastor
Pay Status: Exempt
Hours of work: Approximately 20 hours per week

Church Mission:

First United Methodist Church of Burleson invites all people to live Christ-centered lives, build authentic relationships, and serve the Burleson community.

General Purpose:

Reporting to the Senior Pastor, the Traditional Music Director plans, collaborates, implements, and directs music for Traditional worship and special services as needed.

Primary Responsibilities:

- Plan and direct music for traditional worship including congregational worship hymns, chancel choir anthems, spirituals, and bell choir.
- Conduct rehearsals with chancel choir and bell choir to prepare for worship.
- Coordinate and conduct youth and children's choirs as needed.
- Assist Senior Pastor with planning order of traditional and special worships.
- Communicate regularly with the Media & Creative Worship Director to assure worship guides and other publications are prepared in a timely manner.
- Communicate regularly with the A/V Director to assure smooth implementation of sound capabilities and needs for services.
- Lead traditional worship as needed to assist the Senior Pastor.
- Oversee paid musicians (accompanist, guest musicians, etc.) for Traditional Worship
- Maintain a physical and/or digital church music library, and audit it annually.
- Maintain music ministry budget for traditional worship and special services with the Finance Director.
- Plan and implement seasonal services (i.e. Lent, Advent, etc.).
- Assist Youth and Children's Directors as needed with music needs coordinating youth and children into the Traditional musical experience.
- Recruit new members to chancel and bell choirs.
- Assist church staff and families as needed to provide music for funerals and/or memorial services.

Strengths & Skillset

- Ability to work interdependently, manage work load, and meet deadlines with minimal supervision.
- Advanced organizational skills required. Must be able to plan at least 2-3 quarters plans for traditional worship services, and in collaboration with all co-workers
- Enthusiasm and a positive approach to the overall music ministry of the church is required.
- Above average people skills in order to communicate effectively with church members and church staff in order to assure professional communications at all times.
- Ability to work as a team player with staff and communicate with co-workers in a positive and collaborative manner (i.e. other ministry directors, sound technicians, other church staff, etc.)
- Advanced and demonstrated musical abilities related to conducting and reading music.
- Instrumental skills are desired but not required.
- Ability to lead and perform various styles and genres of music for diverse membership and community reach.
- High level of overall musicianship, integrity, coachability and respect of self and others.
- Excellent personal communication skills are essential.
- A demonstrated commitment to a life of Christian faith and practice, holding a commitment to Christian theology that is compatible with the doctrine, values, traditions and church structure of The United Methodist Church.

Education & Experience: Proven knowledge and work experience demonstrating the ability to fulfill the responsibilities listed here. Music training in order to direct and implement music offerings. A degree in music is preferred. Three to five years of experience in a related setting.

Equipment: Working knowledge of instruments, computers, social media platforms, printers, and other equipment necessary to fulfill the job responsibilities listed.

Compliance statement: Employees are expected to honor and live into the church's mission statement and core values, and covenant agreement. All employees are expected to work with other employees and volunteers assuring an attitude of cooperation and respect. This job description is not an all-inclusive list of duties. Other duties may be assigned as needed.

Employee signature: _____
(copy to be given to employee)

Date: _____