

## First United Methodist Church

**Job Title:** Director of Worship Arts

**Reports to:** Senior Pastor & SPRC

**Purpose:** The purpose of this job is (to work closely with the Senior Pastor) to:

- Enhance spiritual growth and development of members as Disciples of Christ by providing an integrated and inspiring worship experience involving music, liturgy, readings, and other worship arts to touch the souls of the Congregation.
- Lead and inspire everyone who is interested in worship participation to connect to Biblical truths (in daily application).
- Inspire excellence in worship arts and worship planning in order to glorify God.
- Inspire worship participants to care for each other, care for the congregation, and care for those outside the church.
- To empower and mentor music and worship staff, as well as volunteers, to become worship leaders, using their gifts and talents.

**Duties and responsibilities include, but are not limited to:**

(Working with the Senior Pastor and Wired Service and other worship leaders):

- Coordinate and plan meaningful worship experiences:
- Traditional Services:
  - Make sure that appropriate special music, hymns, liturgy, and responses are integrated with the central theme.
  - Enter the appropriate information in Planning Center and make sure that the order of worship in the bulletin is correct.
  - Recruit and schedule communion servers, friendly effective greeters and ushers, music volunteers and staff (see reporting).
    - Communicate with church staff, A/V volunteer team, ushers and greeters, and other worship leaders are aware of their roles and scheduled appropriately.
    - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.
- *Wired Services:* (Subject to Associate Pastor appointment)
  - *Meet with Wired Coordinator as needed to help plan and support that ministry*
  - *Help recruit and mentor musicians.*
  - *Provide A/V and other resources and facilities as needed.*
  - *Be the major staff advocate for the Wired Service.*
  - *Coordinate scheduling to promote smooth transitions and optimal use of all available facilities.*
- Working within the existing Traditional Service and Wired Service structures; Plan and coordinate publicity for worship services and special worship events.

The priority for this position is to make sure that things get done, not to do all of it.

Therefore, it is essential that this person:

- Communicates effectively with staff and volunteers.
- Identifies and develops the gifts and talents of volunteers and direct reports.

- Plans and coordinates effectively.
- Delegates administrative details as needed to get things done.
- Identifies and resolves issues that need to be addressed to enhance the worship experience.
- Schedules far ahead to make sure that all musicians, greeters, ushers, readers, communion servers, etc. are in place for every worship service.

**Qualifications include, but are not limited to:**

- Five to ten years of a combination of worship planning (traditional, blended and contemporary), choral and hand bell music and direction, drama and audio-visual presentations.
- Experience in coaching and leading worship volunteers..
- Bachelor's degree/experience in a combination of the following:
  - Non-profit or church administration.
  - Music with a major area like vocal and/or instrumental music.
  - Performing arts.
  - Knowledge of Bible and Church history (perhaps including some seminary training).
- Knowledge of copyright licensing.

**Required Skills:**

- Ability to provide spiritual leadership and inspiration.
- Ability to motivate, inspire and teach.
- People skills: interpersonal and conflict management.
- Able to communicate effectively with members and non-members, other staff members, committees, volunteers and volunteer leaders, community leaders, PMO representatives, and members of other professional music organizations.
- Administration and organization skills.
- Ability to hire, mentor and evaluate staff.
- Problem solving skills.
- Biblical knowledge and familiarity with worship.
- Compassion, sensitivity and patience.
- Able to work with minimal supervision.
- Must be able to pass a background check.
- Able to move handbell equipment, tables, chairs, cases, percussion equipment, baptismal font, and help with moving communion table.

**Direct Reports:**

- Adult Choir Director(s)
- Children's Choir Director(s).
- Bell Choir Director(s)
- Organists/Accompanists.
- Traditional Service A/V staff
- Volunteer teams for greeters, ushers, communion servers, liturgists, etc.

*(Works closely with and supports Wired Worship volunteers and staff, especially the Wired Service Coordinator).*

Revised: Wednesday, December 13, 17