

First United Methodist Church Decatur, Indiana

Job Description: Director of Worship Arts

Mission: The Director of Worship Arts for First United Methodist Church is responsible for planning/designing, promoting, recruiting and supervising Worship Arts for the church.

Accountability: Senior Pastor, Staff/Pastor Parrish Relations (SPPR) Committee.

General Qualifications:

1. Display Christ-like qualities with all peers, staff, and congregation at First United Methodist Church.
2. Possess a belief system compatible with the United Methodist doctrine- practice grace.
3. Possess desirable spiritual gifts- encouragement, kindness, and compassion.
4. Be able to work as a team member with staff and the church family members involved.

Specific Qualifications:

1. Attained a Bachelor's Degree in Music or Worship Arts, or equivalent experience with significant keyboard experience. Ability to play the organ would be a huge plus, but not required.
2. Be able to recruit and direct Worship Arts participants from planning through rehearsal.

Responsibilities:

1. Work with the Senior Pastor and Worship Design Team to plan/design worship services for First UMC for our 8:15 and 10:00 am worship experiences. Work with Senior Pastor and Worship Design Team to plan/design special services for Advent, Christmas Eve, Lent, Holy Week and Easter, Pentecost, All Saints Day and other special services as they come up.
2. Coordinate praise teams, special music, soloists, and drama/dramatic reading participants, and instrumentalists for the 8:15 and 10:00 am Sunday worship services and any special services.
3. Engage any professional vocalists and instrumentalists necessary for service and rehearse with them.
4. Work jointly with the Worship Design Team by recruiting and supervising volunteers involved in the Worship Arts from adults to children.
5. Communicate through meetings, letters, cards, email, and/or telephone calls with those involved in the total Worship Arts program. This includes follow-up letters of appreciation to guest musicians.
6. Prepare a recommended Worship Arts budget and monitor budget income and expenses for the Worship Arts department throughout the year.
7. Promote special services to local and area media.
8. Coordinate and cooperate with other leaders and staff in order to properly schedule and plan church programs (worship, special services, etc.).
9. Schedule and supervise piano tuning and organ maintenance.

Hours:

1. Expected to work 15-25 hours per week as needed.
2. Flexibility as some weeks will require more hours.

Pay and Benefits:

1. This is a part-time salaried position.
2. Vacation and time off according to part-time policy.

Evaluation:

Evaluations will be given on a yearly basis. The SPPR Committee will annually evaluate the Music Coordinator and the total music program. The Music Coordinator's job description will be renewed no less than every two years. The SPPR Committee will then make recommendations to the Administrative Council.