

Job Title: Director of Worship Arts
Supervisor: Pastor

Employment Status: Part Time Salary

Hours/Week: 20

Chief Objectives of Position:

- Develop, coordinate, and administer comprehensive Worship Arts program
- Lead and supervise staff, members, and volunteers involved in ministry
- Work in conjunction with Director of Family, Youth, and Children Ministries (DMin) and Pastor to set goals and vision for ministry
- Lead Worship Team to plan and execute worship services and outreach
- Nurture worship arts talents and interests of all members including adults, youth, instrumentalists, and vocalists

Job Description:

This professional, part-time position will provide worship arts expertise and team leadership for the church's Worship Arts Ministry. The environment is one of fun, creativity, and teamwork with a passion for excellence in serving and worshipping God. The position reports to the Pastor and directly supports three part time employees.

Competencies/Qualifications:

- College degree or equivalent professional music performance experience
- Two to three years' experience in directing, coordinating, and coaching worship arts groups
- Ability to lead a spiritually based ministry
- Strong organizational and interpersonal skills needed to coordinate multiple groups with church vision
- Demonstrated ability in working with children and youth
- Strong working understanding of Microsoft Office products
- Clean background check

Desired Qualifications:

- Able to read and perform music
- Ability to work with musicians who read music and those who play by ear
- Understanding of streaming services available

Statement of Position in Relation to Spirituality, Vision, Leadership, Administrative Skills:

This position supports Wellspring and the community by selecting, coordinating, and leading worship arts offerings that enhance worship service thematically, emotionally, and spiritually. The Director of Worship Arts is the catalyst for music-centered outreach programs that reflect Wellspring's vision, mission, and values. Through positive support, encouragement, and leadership, increase participation in worship arts programs. Maintain administrative oversight of worship arts program through schedules, contact lists, and annual plan.

Accountability:

The Director of Worship Arts reports to the Pastor for spiritual and ministry guidance. The Pastor provides an annual evaluation of the DWA performance and feedback every other week. The DWA will be responsible and subject to United Methodist policy and doctrine, informed by the United Methodist Guidelines for Youth Ministries, local church policy as determined by the Charge Conference, Pastor, and SPRC. This is a year-round, part time, salaried position.

Duties with % of Time:

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| • Research, Outreach, Planning, and Scheduling | 50% |
| • Worship and Rehearsals | 20% |
| • Administrative | 15% |
| • Meetings | 10% |
| • Other Duties as Assigned | 5% |

Work Tasks:

Research, Outreach, Planning and Scheduling:

- Lead the Worship Team in preparing for services
- Research, identify, and select scripts for Drama Team and Puppet ministries
- Oversee, lead and train teams of volunteer musicians and vocalists, Drama and Puppet teams
- Research, identify, and select music for all bands that matches the worship band and their specific talents
- Work with worship arts groups to introduce new worship arts to the rotation of selections
- Mentor new groups
- Coordinate church praise bands for contemporary service
- Coordinate worship arts outreach programs with community
- Serve as contact for visiting worship arts groups
- Coordinate music for memorial services for members

Worship and Rehearsals:

- Attend contemporary worship service (1030-1230) every Sunday to guide and support worship arts volunteers
- Actively seek out worship arts gifts within the congregation
- Schedule for backup support for DWA, choir director, AV, and accompanist to cover for emergencies, illness, and vacation
- Troubleshoot issues surrounding worship arts groups and equipment
- Prep for concerts and pageants

Administrative:

- Maintain regular posted office hours to be approved by the Pastor
- Supervise the A/V, choir director, and accompanist positions with guidance, feedback, and leadership
- Develop and manage worship arts budget, maintain financial records
 - Budget for introduction of new music into all musical programs
 - Budget, submit, and track monies for choir, AV, and accompanist needs
- In conjunction with DMin and Pastor, create annual and monthly programs calendars
- In conjunction with Worship Team, create annual and monthly worship arts calendars
 - Post in administrative office and on shared drive for easy access
- Maintain musical infrastructure
 - Schedule tuning and repair of equipment
 - Maintain inventory of all musical, drama, puppet, and AV equipment within Wellspring UMC, whether owned by the church or only stored on property
- Prepare draft bulletin to present at Worship Team meeting 2 weeks in advance minimum

Meetings:

- Attend weekly and monthly staff meetings
- Lead weekly Worship Team meetings
 - Coordinate with Pastor and Worship Team to select appropriate worship arts for Sunday worship as well as Advent, Christmas, Lent, Easter, and other special events as required
- Coordinate and hold worship arts meetings every 2 weeks
- Meet with Pastor one hour per week

Other Duties as Assigned

Expectations of Staff:

- Exhibit Christ centered behavior at all times by treating others with dignity, respect, compassion, and integrity. Christ-centered behavior at all times
- For all grievances, uphold the guidelines of the Wellspring Personnel Policy, following Matthew 18 and Ephesians 4:15

- Proactive participation in the Wellspring UMC governance system
- Successful completion of both a background and reference check
- Pleasant and professional personality and appearance
- Signed acknowledgement of the Wellspring Staff Covenant
- Adhere to all of Wellspring's Policies and Procedures

Employment At-Will:

- All employees of Wellspring UMC are at-will, and as such, are free to resign any time without reason. Wellspring UMC likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.
- Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.
- No manager, supervisor or employee of the Wellspring UMC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Additional Comments:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____