

Good Shepherd UMC
Director of Worship Arts
2024

Good Shepherd United Methodist Church

Position: Director of Worship Arts
Reports To: Lead Pastor
Responsible to: Leadership Board
Salary and Hours: Up to 30 hours, salary based on experience

SUMMARY STATEMENT:

The Director of Worship Arts is responsible for implementing the Lead Pastor's vision of worship by leading, developing, coordinating, and directing the Worship Ministries for the scheduled Sunday services and additional seasonal services as they may be scheduled.

CORE COMPETENCIES

- Exhibits the qualities of a servant leader's heart – compassion, listening, awareness of individual gifts and graces, and needs of others.
- Demonstrates professional and appropriate interpersonal skills.
- Supports Good Shepherd UMC's mission, vision, and values. The candidate/staff member verifies that they have read and signed the current Mission/Vision statement(s)/documents attached to this Ministry Position Description.
- Demonstrates a basic working knowledge of Scripture.
- Demonstrates a working knowledge of and performance proficiency in varied musical genres ['traditional/classical, 'contemporary,' 'global-ethnic'].
- Presents a level of keyboard experience and skills adequate for leading choral rehearsals and effective accompanying in worship - grand piano, keyboard, or guitar.
- Able to recruit and encourage music volunteers and leaders of all ages who are seeking to live out their mission.
- Foster and nurture the musical talents and gifts of the congregation.
- Able to resource and develop musical and leadership skills in others.
- Adequate working knowledge of worship technology platforms such as the Planning Center for ministry communication and record-keeping.
- Sees self as a supportive and integrated member of the staff team.
- Sees self as a growing disciple of Jesus Christ.

JOB FUNCTIONS

Planning/Leading

Worship Services

- Lead the development of weekly and special worship services consistent with the vision and sermon themes of the Lead Pastor.
- Plan, lead, and conduct music for all regularly scheduled and seasonal worship services, including, but not limited to, Advent, Christmas Eve, Ash Wednesday, Holy Week, and Easter.
- Direct Celebration Choir and Bell Choir in weekly rehearsals and seasonal extra rehearsals. (Volunteers can lead these.)
- The Director of Worship Arts is responsible for securing and preparing paid or non-compensated musical leadership substitute(s) when the Director or other musical leadership is unavailable for Sunday services. The Director of Worship Arts also coordinates any related compensation for substitute leadership with the Financial Secretary.

Volunteers and Teams

- Prepare for and organize spiritually and musically engaging rehearsals that run smoothly.
- Recruit singers and instrumentalists.
- Recruit/obtain, include, and rehearse instrumentalists for regular and seasonal worship services when feasible and appropriate.
- Oversee Worship volunteers, leaders, and teams (e.g., choir, bell choir). This position will move toward working with scripture readers, communion servers, and the Visual Arts team.
- As necessary, coordinate multimedia elements with media staff.
- Provide leadership and management to musical ensembles (contemporary and traditional) - including selecting and arranging pieces appropriate to the worship services and ensembles.
- Incorporate performing arts, drama, and visual arts into GSUMC culture to include, but not limited to:
 - Assisting with the production of quality seasonal productions
 - Offer support to Children's Choir leader(s).
- Collaborate and review with the Worship Ministries team on future revisions to or expansion of Worship Arts Ministries.
- Lead special projects related to Worship, as needed.

Special Services

- Weddings and Funerals—This position has the right of first refusal, but for funerals, it is responsible for securing a pianist/organist.

Administrative

- Attend Staff and necessary worship planning meetings/retreats.
- Provide weekly communication with the choir, bell choir, and other worship leaders as necessary. This may include emails regarding rehearsals, Sunday worship music, other music programs, etc.
- Adhere to deadlines in communicating with the church office staff to prepare the weekly Order of Worship, website/enews, calendar, etc.
- Ensure the Grand Piano is watered and maintained along with the organ, percussion instruments, and any other instruments owned by the church.
- Maintain a master calendar of scheduled anthems, praise songs, rosters, etc. This calendar may be in Planning Center or a Worship Planning sheet in Excel.
- Ensure sheet music is made available before all rehearsals well in advance of designated worship services and programs.
- Develop and administer the annual Worship Arts Ministry budget
- Responsible for the care, management, and maintenance of the music library, choir robes, musical instruments/equipment, and Worship Arts Office computer(s).

VACATION: Three (3) weeks.