

Job Description

Director of Music, Worship & the Arts

St. James United Methodist Church

SJUMC Area:	Program, Worship	Effective Date:	07/01/2017
Classification:	Permanent, Full Time	SPRC Approved:	06/26/17
FLSA Status:	Exempt		
Reports To:	Senior Pastor		

SUMMARY

Leads individuals in discovering and sharing their talents and gifts in music, worship and the arts. Helps design and offer traditional styles of worship that are compelling and meaningful to people of all ages. Leads St. James in providing excellence in musical, spiritual/worship, artistic and community building experiences for participants and guests throughout the church and community.

ESSENTIAL FUNCTIONS

These functions are not intended to be an exhaustive list of all responsibilities, duties and requirements of the job. Other functions may be assigned as ministry or business conditions change.

1. Create and communicate a vision for music ministry and congregational worship.
2. Recruit, equip, and direct the chancel choir(s), and other choirs and musical ensembles as needed.
3. Develop and equip choirs and musicians to serve as worship leaders in traditional services. Initiate opportunities for choirs to serve in multiple worship venues and community events.
4. Coordinate and resource the planning and implementation of worship in the Sanctuary. Recruit, equip, and maintain a network of worship volunteers, choir leaders, and staff to fulfill the logistical and liturgical aspects of worship. Manage sanctuary space usage. Supervise master calendar of rehearsal and worship presentation schedules for all choirs and musicians.
5. Serve as a musical resource and leader for ministries throughout the church and community.
6. Lead the administration of the music ministry department by: overseeing music/worship budgeting and financial development, supervising and evaluating staff, and directing priorities.
7. Shepherd the persons involved in worship ministries by resourcing, team building, nurturing, and spiritual discipleship.
8. Organize concerts, musical events, arts ministry exhibitions, and choir tours.

OTHER RESPONSIBILITIES

- Participate in staff meetings, ministry team meetings, and other group meetings as deemed necessary or assigned.
- Maintain the master worship schedule.
- Participate in music and worship related organizations through teaching, leadership, and publications.
- Support the St. James Safe Sanctuary policy by ensuring that all unpaid lay servants and staff are trained, have proper background checks completed, and that the policy is followed in all areas of Music Ministries for children and youth.

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- Communicate clearly and often with the families of St. James as well as staff and unpaid lay servants as to the programs, opportunities, and events within the Music Ministries for children and youth.
- Participates in a team approach to ministry with other ministries to children, youth and their families, including coordination of calendar, rooms, promotion, and shared space/equipment.
- Have a flexible work schedule, which includes Sunday mornings, Sunday evenings, and mid-week evening activities.

SUPERVISORY RESPONSIBILITIES

- Supervise Associate Director of Music, Director of Children's Music, and Wedding Directors.
- Supervise worship servant leaders, such as head ushers, Altar Guild, acolyte coordinators, communion stewards, flower coordinators, etc.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability(ies) required.

Education and/or Experience

- Bachelors Degree in Music Education (emphasis vocal or piano) or Voice/Piano Performance.
- (preferred) Masters Degree in Music Education (emphasis choral or instrumental conducting) or Voice Performance with strong choral conducting experience.
- Ten years' experience leading multi-choir music ministry.
- Five years' experience directing handbell choirs.

Language Skills

- Must communicate effectively both written and verbally with staff and laity.
- Able to speak in a public forum

Other Skills & Abilities

- Excellent piano skills desirable.
- Proficiency with Microsoft Office productivity software.
- Work independently with minimal supervision; organizational skills. Must possess skills to operate all office equipment: computer, printer, calculator, copier, fax, telephone, etc.

Physical Requirements

- Must be able to conduct a choral rehearsal and lead in worship.
- Must be able to move from music suite to sanctuary (a fair distance) in a limited amount of time (warm-up to worship).

CORE COMPETENCIES

Aesthetic Awareness: Demonstrates a natural awareness about the effective organization of sacred space for different purposes; appreciates the value and beauty of sacred space and knows how to physically tend it to maximize worshipful impact.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; is timely and transparent in the sharing of information.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate boundaries in expressions of care.

Delegation: Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, supervises process, progress and results; builds feedback loops into the work; trusts people to perform their own work.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Mission Ownership: Is future oriented and can visualize the larger picture of where the organization is heading. Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates where organizational barriers are and plans his/her approach accordingly.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Process Management: Demonstrates understanding to design the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to stakeholders, identifies and resolves barriers and problems

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy

and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Technical Expertise: Acquires and demonstrates the technical vocal, musical, and conducting skills required to proficiently execute the essential functions of the position; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Worship Leadership: Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship that reinforces a theme or purpose. Exhibits flexibility and sensitivity to the flow of worship, including the unpredictability inherent in worship. Fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.