

Position: Worship Arts Director

Purpose/Mission: As Worship Arts Director, this person will be responsible for overseeing the directing, planning and program development of the music program of the Church. The Director serves as a resource to support, foster, and coordinate the worship life of the congregation through congregational, choral, and special music and other visual worship experiences. The Director reports to the Senior Pastor.

Educational Requirements:

Bachelors Degree in Worship Arts, Music or equivalent training.

Job Functions/Responsibilities:

1. Plan and lead relevant, meaningful and engaging weekly worship music experiences congruent with Evangelical United Church of Christ's ideologies and philosophies.
2. Continuously build and maintain a music program with the support of the organist and other instrumentalists that draws on a variety of constituencies including, but not limited to, chancel choir, children's choir, ensembles, additional instrumentalists, drama team or other visual arts groups.
3. Work closely with the Worship Board in determining music ministry goals, as well as leadership, worship facilitation and financial requirements.
4. Work in coordination with the people responsible for the sound/video and online streaming.
5. Assist the Pastor(s) in planning music for worship services and perform other duties as requested by the Pastor(s) in relation to the service, congruent with church polity, ethics, and theologies.
6. Provide music for special projects, ministries and other church-related activities as required (ie – Choir Cantata, Rally Day music, DVDs for nursing homes)
7. Maintain music copyright reporting.
8. Recruit and motivate volunteer musicians for the music program. Select, schedule and arrange for accompanists and musicians as needed.
9. Maintain an up-to-date music library, materials and supplies as required.
10. Arrange and coordinate music leadership during vacations and other absences.
11. Be aware of weddings and funerals to be held in the church and be available for counsel.
12. Prepare and recommend to the Finance Committee an annual music program budget.
13. Remain current on music methods, materials, promotion methods and job skills.

Qualifications:

- Arrives on time, reliable in attendance
- Able to work independently and with staff on projects
- Displays organizational skills in managing projects
- Demonstrates confidentiality, tactfulness and maturity in interactions with staff, children, parents and congregation
- Flexible with assignments, duties, and schedule
- Strong communication skills

It is understood that all confidential matters of the church shall be kept in confidence abiding by the signed Staff Covenant.