

## Suncreek UMC Position Description

<b>Position:</b>	<b>Director of Contemporary Music Ministry</b> Suncreek United Methodist Church
<b>Level / Grade:</b>	Director
<b>Reports To:</b>	Executive Director of Ministries and Staff-Parish Relations Committee (SPRC)
<b>Pay Range:</b>	Commensurate with experience and skill level
<b>Work Hours:</b>	Part-time; 15-20 hours/week Sundays, planning meetings, and rehearsals (required)

### Position Description:

The Director of Contemporary worship will grow, develop, coordinate and administer an effective and well-rounded contemporary music program by providing leadership to those involved in contemporary worship at Suncreek United Methodist Church. This position provides leadership during rehearsals and in preparation for worship. This is a part time position that includes Sunday worship services

### Desired Work / Education Experience:

- Bachelor’s degree in Music or equivalent work experience
- 5+ years professional experience; has successfully led a church music ministry

### Objectives, Responsibilities & Qualifications:

#### Objectives:

- To cultivate and lead a ministry of vibrant, authentic, joyful, Spirit-led worship.
- To teach and encourage God’s people to become genuine, passionate worshippers of God – not only at church, but wherever we go.
- To inspire, encourage and equip those with musical gifts and abilities to serve the Lord through worship.

#### Duties & Responsibilities:

- Select music that aligns with the themes of sermon series, working closely with pastors
- Lead, recruit & build a team for contemporary worship
- Direct weekly rehearsals – Worship Team & Youth Praise Band
- Work closely with A/V team to ensure best possible sound
- Recruit & build relationships with local musicians to enhance worship experience
- Schedule substitute worship leader when needed
- Collaborate with pastoral leadership, Executive Director, Worship Team members, Youth Praise Band members and volunteer musicians to design and develop meaningful, creative worship throughout the year including Sundays, seasonal worship events (including Christmas Concert & Christmas Eve) and other special worship services & events
- Facilitate timely communication with music staff and volunteers, SUMC publications & promotions and church leadership.
- Attend all monthly worship planning meetings and staff meetings (as needed) and meets regularly with Executive Director

- Work with Executive Director to prepare annual budget proposal
- Works with Director of Traditional Music Ministries
- Provide forward-looking vision for the overall worship music life of the congregation
- Train members on set up/organization of equipment and technology
- Schedule weekly teams for worship
- Responsible for care of worship musical instruments and equipment; keep stage and music closets cleaned and organized
- Be a caring presence for those volunteering in the worship ministry
- Follows ministry safe guidelines
- Maintains confidentiality of financial and personal information
- Possesses a “can-do” attitude and willingness to step-in to assist or lead in any situation when needed

**Qualifications:**

- Possess a growing faith, a passion for Jesus Christ, a love for people and a heart that desires to see God’s people become authentic worshippers of God
- An understanding of and commitment to the United Methodist understanding of God’s love and grace for all
- Able to be in unity with church leadership’s vision for the church
- Knowledge of and a passion for contemporary worship
- Skilled playing one or more instruments
- Ability to lead, direct and accompany the contemporary praise band
- Knowledge of and skill in instrumental and vocal techniques
- Knowledge of Planning Center and Pro Presenter [preferred]
- Knowledge of tracks-related technology
- Ability to work with those who do not have sheet music knowledge
- Understand copyright procedures and expectations
- Ability to work cooperatively in team ministry
- Highly effective interpersonal communication skills
- Strong organizational skills

**Participates fully in the life of the church and supports all church activities; attends all Church-wide events, unless otherwise approved by Supervisor**

I have read and understand the above job description and was given the opportunity to ask clarifying questions.

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

SPRC Signature: \_\_\_\_\_