



## **Saint James United Methodist Church Director of Music, Worship, and Arts**

### Position Description

St. James United Methodist Church (SJUMC) has a well-developed Music, Worship, and Arts ministry, which includes several annual large-format community outreach performances and the pending promotion and release of a recorded music project.

The Director of Music, Worship, and Arts (MWA) will direct and manage the operations of this ministry and will work with the Senior Pastor and Associate Pastors to ensure order, structure, and harmony among all aspects of worship within St. James United Methodist Church.

### Responsibilities and Duties

#### Music Selection:

- Select music for all ensembles 60-90 days in advance. Ensure that music selected is according to the liturgical season and ensures thematic appropriateness. Consistently add new music to all ensembles. Select Praise and Worship Dancers 30 days in advance of performance. Hymn leader on 1<sup>st</sup> and 3<sup>rd</sup> Sundays. Identify and book appropriate guest performers as guided by the order and theme of the respective service.

#### Rehearsal Management:

- Conduct rehearsals for assigned choirs and ensembles including musicians. Complete and ensure the completion of all Rehearsal Reports. Monitor and follow up with ensemble leaders for input, direction, and coaching when appropriate. Attend one rehearsal each month for all ensembles.

#### Responsive Reading/Meditation Scriptures:

- Select readings and scriptures at least 60 days in advance. Ensure the appropriateness of material selected with liturgical season, sermonic themes, church or standard holidays, etc. Maintain printing, filing, and ProPresenter records for each activity to ensure correctness.

#### Weekly Worship Planning:

- Conduct a weekly production call by Wednesday each week to plan upcoming worship service and debrief prior services. Consult weekly with Worship Ministry Chair regarding baptisms, special guests, etc.

#### Annual Church-wide Events and Performances:

- Manage and oversee the planning, implementation, and production for all church-wide MWA events and performances, including but not limited to, Holy Week, Resurrection Sunday/Easter, Christmas, Christmas Cantata, Watch Night, Revival, et. al.

#### Staff Meetings:

- Attend Senior Pastoral staff meetings, Church Council, Director of Operations, and other meetings as needed or required. Conduct a bi-weekly staff meeting of the MWA ministry.

### Qualifications/Required Skills

- Strong spiritual and moral character.
- Degree or Advanced degree in Ministry required.
- Degree or Advanced degree in Music, Worship, and or Arts preferred.
- Must have experience supporting continued spiritual growth and ministry/organization development in a MWA ministry.
- Large church (2500+ members) MWA ministry leadership experience preferred.
- Must have the ability to deal maturely and calmly with the public; converse in a clear and pleasant manner; and follow written and oral instructions with little supervision.
- Recognize the need for the application of discretion and appropriate security measures in handling confidential and sensitive information.
- Punctuality, excellence and diligence displayed in all levels of work and in management of others.
- Effective written and oral communication and interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Knowledge of or ability to learn switchboard operation and general office equipment.

This position shall report to and be supervised by the Senior Pastor and is accountable to the Staff Parish Relations Committee (SPRC) and the Church Council. This position is full time and paid bi-monthly. The salary range for this position is \$50K-\$60K and commensurate with experience and qualifications. Benefits are provided. Qualified Candidates should forward their resume to [churchadministrator@stjamesumc.org](mailto:churchadministrator@stjamesumc.org) by August 1, 2017.