

Saint Joseph United Methodist Church

Job Description

Title: Contemporary Worship Director at St. Joe **Effective:** 1/05/2023

Directly Supervises: Volunteer Laity **Status:** Part Time- Compensation

\$22,000

FSLA: Non-Exempt

Reports to: Lead Pastor, in consultation with Associate Pastor

Date last reviewed: 1/10/2022

Job Summary:

The Contemporary Worship Director at St. Joe is responsible for leading worship at the Jackson R. Lehman YMCA services and the Reed Road Contemporary Service. Additional opportunities for worship leadership may be present at community events or special seasons of the year. This position works closely with lay volunteers for set-up, sound production, and tear-down. Team leadership and empowerment are key aspects of this position.

Essential Job Functions:

- Work with the pastoral team to complement Sunday worship services and plan worship.
- Lead attendees in an experience of worship and prayer each week
- Responsible for set up and take down with sound/video equipment for weekly services and other events
- Plan and coordinate weekly worship team rehearsals
 - Recruit laity
 - Provide ongoing training for the worship team
 - Schedule worship team members for services and events
- Lead and participate in St Joe in person and/or online for faith development via small group, bible study, etc.
- Participate in St. Joe events and special events
- Attend St. Joe staff meetings when possible, if not able due to work schedule, will make a good faith effort to participate in staff planning outside of the normal weekly staff hours
- Attend at least one conference for worship leading/training annually

Hours: 20 hours / week

Minimum Qualifications:

- Knowledge and appreciation of contemporary expressions of worship
- Must be a skilled vocalist and/or instrumentalist
- Trained in music ministry or equivalent experience
- Working knowledge of computer programs and applications necessary for efficient ministry
- Capacity to understand and articulate core Wesleyan Tradition distinctives (an adapting welcome to all people, and all people invited to a life transformed by the love of God).
- Commitment to ministry inclusive of all persons and families, including but not limited to persons regardless of socio-economic status, racial minority status, physical ability, or LGBTQ+ personhood

Core Competencies:

Faith/Belief: Shows strong personal depth and Christian faith; demonstrates integrity by walking the talk, and by responding with constancy of purpose; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Integrity/Communication: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Team Oriented: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agenda; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

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.

Written/Verbal Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech. Is able to verbally deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

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

Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to the large community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

Adaptability: Is not fixed or firm in plans and is willing to adapt to challenges and be challenged. The ability to demonstrate a willingness to transform within and for the sake of mission is an essential characteristic of the Wesleyan tradition.

Leadership Skills/Visioning: Must possess experience leading and creating unique expressions of worship, vision and creativity and have a strong understanding of the fundamentals of worship, as well as, appreciation for various worship styles.

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 work.

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.

Working Environment:

Work environment includes all locations within the church and those on church property as well as the YMCA. Position requires incumbent to travel beyond church property to attend meetings, conferences, presentations, and seminars, as needed.

(Note: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.)

St Joe UMC Lead Pastor

Date

Staff Parish Relations Chairperson

Date