

St. John's United Church of Christ Director of Music Ministries and Worship Arts

Period XXXXXXXX, 2020 to XXXXXXXX, 2021

Job Description/Responsibility: Revised 05-16; 09-17, 03-18, 06-20

This is a part time position. The Director of Music Ministries and Worship Arts will organize, enhance, and expand the music ministry of St. John's United Church of Christ.

Responsibilities of the Director of Music Ministries and Worship Arts include:

1. Collaborate with the pastor to select and provide music that enhances and inspires a deeper faith of the members of the congregation.
2. Lead and direct the adult vocal choir and instrumentalists;
3. Lead and direct the bell choirs;
4. Collaborate with the drama team;
5. Collaborate with the pastor and musician as part of a music team;
6. Coordinate and facilitate youth vocal and instrumental music.
7. Find and incorporate appropriate videos into services.

Specifics:

Vocal Choir:

1. Lead the vocal choir of the congregation during church services and by rehearsing with them at least one night a week. (September through May)
2. Recruit and encourage people to sing in the vocal choir and develop a sense of ministry, spirituality, and community within the choir.
3. Present a blend of contemporary and traditional Christian music as would be appropriate for the message to be given.
4. Seek and bring in vocal and instrumental groups when possible for enhancing the worship experience.
5. Organize a variety of music (groups, soloists, etc.) to be offered during the summer months (when choir does not meet).

Bell Choir:

1. Lead the bell choir by rehearsing with them at least one night a week from September through May.
2. Direct the bell choir for a once a month Sunday service, holiday services, and outside engagements.
3. Recruit people to play in the bell choir and develop a sense of ministry, spirituality, and community within the choir(s).
4. Create ensembles of bell presentations to enhance the worship experience of the congregation.
5. Continue a mentoring program for beginning youth and adult players.

6. If the bell choir is requested to play at special engagements outside the church, the director will present this request to the Music and Worship Committee for approval.
7. Be responsible for the maintenance of the church's five octave Schulmerich handbells and chimes.

Team Ministry:

1. Meet with the pastor and musician on a weekly basis to plan worship and worship music for Sunday and special services.
2. Facilitate and encourage congregational singing by discovering and recommending songs and hymns that touch the heart, open the mind, and awaken the spirit. This includes teaching the congregation new songs and hymns and developing leadership within the praise choir to lead and energize this music.

Coordinate and Facilitate Youth Vocal and Instrumental Music:

1. Develop a ministry that encourages and utilizes the vocal and instrumental gifts of children and youth of the congregation in worship on a regular basis.
2. Work with existing youth choir leaders (both vocal and bell) to find music and resources and by helping those responsible for holiday and children's programs find programs and music resources.

Other Specifics:

1. The Director of Music Ministries is hired by the Church Council, reports to the Pastor and attends all called meetings of the Music & Worship Committee.
2. Substitutes are to be arranged by the Director of Music Ministries and Worship Arts.
3. Fill in for musicians as needed.
4. The Director will be present for religious holidays of the year (Thanksgiving Eve, Christmas Eve, Ash Wednesday, Holy Week and Easter).
5. The pastor, staff, and music director will maintain a collegial working relationship to provide St. John's UCC with an effective and spiritual music ministry.
6. This position includes four paid weeks of vacation including four Sundays to be approved by the Pastor.
7. The vacation will be prorated the first year of service based on starting date.
8. The Director of Music Ministries is not eligible for unemployment.
9. St. John's UCC or the Director of Music Ministries may terminate this agreement with 30 days written notice.
10. This agreement auto-renews February 1st of each year unless terminated by either party per line item 9 above.

Church Council President

Director of Music Ministries

Date

Date