

**First United Methodist Church
Mechanicsburg, PA**

Worship Arts Director

Description: The Worship Arts Director oversees all aspects of worship ministry and the resources needed to deliver excellent and enriching worship services, providing pastoral ministry to the congregation and those who serve in the worship arts ministry.

Reports to: Senior Pastor

Team Assignments:

- Weekly staff meetings and other meetings as required
- Staff Lead for Worship Planning and Design Teams

Hours/Schedule: 40 hours per week

Compensation: Salary Commensurate with experience and capabilities

Benefits: Pursuant to current benefits in accordance with church policy

Qualifications:

- A personal, vital, and growing relationship with Jesus Christ
- Bachelor's degree in specific or related field; Master's degree preferred
- Prior experience in leading congregational worship ministry
- Competence to prepare and lead (instrumentally and/or vocally) excellent, engaging, participative, and meaningful services of Christian worship
- Competence to identify, recruit, equip, and engage servants in the various worship arts ministries.
- Versatile musician with experience and enthusiasm for the wide range of music arts expression, both traditional and modern.
- Competence in relevant technical arts related to worship ministry, including sound, video, lighting, projection, worship planning software, and music notation software
- Proven organizational and leadership skills
- Eagerness to be an effective member of a working team who relates well to pastoral and other church staff
- Active participant in the life of First United Methodist Church (upon hire)

Duties and Responsibilities:

1. Worship Service Leadership
 - Regular and primary leadership presence during all worship services
 - Primary lead for music ministry during all worship services, including the direction and/or oversight of all music groups, potentially to include: Adult choirs, children's choirs, bell choirs, praise teams and ensembles.
 - In consultation with the Senior Pastor, supervise paid worship arts staff, potentially to include organist(s), directors of music/arts ministries, and accompanists.

2. Worship Service Planning and Preparation
 - In conjunction with the Senior Pastor, plan, prepare and coordinate all aspects of weekly worship, including, but not limited to, all aspects of weekly worship services, potentially to include Music, Readings, Prayers, Multi-Media, Visual Arts, Dance, and Drama
 - Document and distribute to all participants a detailed order of activities for each worship service
 - Provide appropriate text and music for all participants
 - Determine necessary logistics to deliver a cohesive experience to the congregation
3. Worship Support
 - Oversee worship teams and initiatives, potentially to include Worship Design Team(s) and Worship Committee.
 - Oversee worship arts needs for other ministry events, potentially to include: Weddings, Funerals, Congregational meetings, Special Events and Services
4. Church-Owned Instruments
 - Schedule and monitor maintenance and/or replacement activities for all instruments, including the organ and pianos in collaboration with the Board of Trustees.
 - Develop and maintain criteria for determining approved musicians for each instrument.
 - Maintain a list of approved musicians for each instrument.
5. Technical Arts
 - Oversee teams responsible for sound, lighting, and projection to support all worship services and other events needing these services
 - Provide initial and ongoing training for team members
 - Oversee maintenance and repair for all equipment
 - Recommend equipment upgrades and replacements to the Board of Trustees
6. Administration
 - Prepare and implement an annual worship arts budget, including preparation of check requests for payment of all expenses
 - Keep the administrative staff informed of all worship events for the purpose of the church calendar, weekly church bulletins, newsletter, website, and other church communications
7. Ministry Development
 - Support the Senior Pastor's vision for worship (in general) and enhance the primary message of each service (weekly and special services). Under the direction of the Senior Pastor, establish a vision for specific and unified elements of worship .Recruit capable musicians, artists, and technicians within the congregation to offer their gifts in the worship ministries
 - Equip everyone involved in worship to enhance their individual and collective capabilities
 - Identify and recruit members of the Worship Planning and Design Teams