

Westlake United Methodist Church Job Description

Job Title: Director of Music and Worship
Reports To: Senior Pastor
Department: Worship and Music
FLSA Status: Exempt
Approved Date: January 31, 2019

SUMMARY

The director of music and worship will provide dynamic leadership and oversight to the choirs and music ensembles at WUMC ensuring music enhances and ties to the sermon series and supports the overall worship experience. Provide support and leadership in planning and leading worship including visual and musical elements as required. Cultivate an environment within music ensembles that nurtures participants in development of musical gifts as well as spiritual care, support, and growth. Relate well to people of all ages including young children and older adults to ensure that music ministries are inclusive and intergenerational.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Coordinate and establish direction for Worship & Music Ministries development through the meetings of those program/administrative groups assigned.

Ensure the staffing of leadership/lay volunteer needs of those program/administrative groups assigned in consultation with the Senior Pastor.

Recruit, train and provide direction to volunteers and lay leaders offering them the opportunity for service to the mission of WUMC through the Worship and Music Department.

Establish ministry opportunities for:

- ❖ Choir Tours (f.ex. Choral Festival in Paris)
- ❖ Choir Retreats (f.ex. ½ day retreat for fellowship and to intro Advent Music)
- ❖ Spiritual Events/Concerts/Worship Celebration (f.ex. Choral Workshops)
- ❖ Service and Outreach that include hands-on opportunities and fund-raising (f.ex. That's Amore)

Plan, prepare/rehearse and provide for the performance of all music, including organ music, within the services of worship except when specific assignments are delegated to other music staff.

Develop, schedule, and oversee age level choirs including both vocal and instrumental ensembles including; bells, ukuleles, etc.

Design the weekly Sunday liturgies and bulletin in consultation with the Senior Pastor, the Worship Staff and/or others assigned responsibilities for worship design, including the orders and bulletins for weddings, funerals, memorial services, and special worship celebrations.

Provide counsel and assistance to staff and lay leadership of the various age level ministry programs, the preschool, and other church agencies seeking to develop a totally coordinated program of music and the arts.

Facilitate the budget planning and management of those program/administrative groups assigned.

Facilitate the publication of information, program schedules, etc. through the church newsletter, the Sunday bulletin and other communications for those program/administrative groups assigned.

Procure and maintain adequate music equipment, choir robes and facilities for Music Ministry, which includes the tuning of all pianos. Ensures these items are stored and maintained in good order.

Select, order and purchase music as needed for Music Ministry.

Serve as custodian for the music library in cooperation with volunteers, who serve to maintain its order.

SUPERVISORY RESPONSIBILITIES

Directly supervises staff members in the Music and Worship Ministries. Provides leadership and direction for a varying number of volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and firing after review with the Senior Pastor; Provides training, planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

Supervises the following music staff and key volunteers.

- ❖ Organist/Accompanist
- ❖ Praise & Worship Director
- ❖ Handbell Director
- ❖ Music Assistant (youth)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A Bachelor of Music; a Master of Music and /or Master of Sacred Music. Doctor of Musical Arts or PhD preferred. Three to five years' experience working in the local church in the area of Music and Worship Ministry.

LANGUAGE SKILLS

Ability to read, analyze, and interpret biblical narrative as it relates to worship and music planning. Ability to write curriculum for a graded music program. Ability to produce reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members of the congregation, employees, and the general public in both small and large groups for the purpose of teaching and leading.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as mileage, creation and review of expense reports, attendance reports. Ability to read and analyze budgets and financial reports.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information furnished in written or oral form.

CERTIFICATES, LICENSES, REGISTRATIONS

Safe Gatherings certificate of completion, a valid Texas Driver's License.

SPECIAL SKILLS

Computer knowledge and skills including Word, PowerPoint, Excel, Finale/Print Music (or other music writing software), Internet, Social Media and ability to learn WUMC specific software. Musical skills that include reading, directing, and keyboard skills. Ability to teach all ages.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Ability to lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is primarily performed inside. The noise level in the work environment is usually quiet. Occasionally it is necessary to make visits or attend meetings in places where there could be uneven walkways or exposure to other hazards.