

## **CHURCH STAFF POSITION DESCRIPTION**

### **POSITION TITLE: Director of Contemporary Music**

#### **QUALIFICATIONS:**

The Director of Contemporary Music will have excellent musical ability (vocal and keyboard,) sincere Christian faith, and the ability to enhance the worship ministries of Faith UMC. They will have excellent communication and management skills and the ability to recruit and train volunteers to help lead worship.

#### **EXPECTATIONS/RESPONSIBILITIES:**

1. Direct music for contemporary worship services. These services include (but is not restricted to) Sunday service, Easter service(s) and Christmas Eve service(s).
2. Vision/develop/implement new musical expressions at Faith.
3. Coordinate monthly selection of songs based on weekly themes provided by pastor(s).
4. Coordinate monthly scheduling of singer/musicians (paid & volunteer) through Planning Center Online Services, CCLI, Praise Charts.
5. Establish and implement plan for recruiting and developing volunteer base.
6. Manage budget for utilizing paid volunteers while developing and recruiting volunteer base, with goal of a volunteer-led service.
7. Manage budget for purchasing new music and managing music according to copyright laws.
8. Coordinate with AV team and office staff for space reservations (eg. rehearsals) and other administrative needs.
9. Work with the Worship Committee to evaluate and plan ongoing development of the contemporary worship service(s).
10. Arrange for replacement in the event of absence or vacation.
11. Serve as accompanist for funeral service upon request with additional compensation separate from annual salary.
12. Attend training/seminars for continuing education with additional compensation.
13. Familiarity with United Methodist theology preferred or willingness to learn.

#### **EXPECTED HOURS:**

Approximately **16-20 hours** each week throughout the year and as needed for special weekday services. (*review number of hours in 6 months*)

#### **SUPERVISORY AGENCY:**

Senior Pastor

#### **SALARY:**

\$16,000-\$18,000 based on experience

Updated 9/2024