

Position: Director of Music and Worship Arts

Position reports to: Lead Pastor

Status: Part-time

FLSA: Exempt

Responses: Submit resumes to Dan Elmore at trinityumcsmithfield@mytrinity.org

Job Summary: The Director of Music and Worship Arts is a ministerial position with overall responsibility for planning, coordinating, and implementing all music and worship arts programming and activities in all services. Provides pastoral care for worship teams and choirs.

Hours Required: Approximately 20 hours a week to include planning rehearsals, regular and special worship services, and the coordination of the music and worship arts program.

Essential Functions:

- Meet regularly with the pastor to discuss artistic elements of each service. Meet regularly with the Chancel Choir, Praise Team, and Worship Team to coordinate music and worship arts ministries.
- Promote the overall music program.
- Direct the Chancel Choir by selecting and preparing music that is traditional in style for the 11:00am worship service. Produce special music programs during the Christmas and Easter seasons. Conduct weekly choir rehearsal for the Chancel Choir.
- Prepare music and direct the Praise Band and Vocalists for the Rivers of Life Service. Integrate multimedia presentations into the worship experience. Oversee special worship arts presentations for this service. Conduct weekly rehearsals for the Rivers of Life Worship Team.
- Coordinate music for the 8:30am service.
- Identify and encourage people with talents to be shared in the music and worship arts ministries. Offer training as necessary.
- Work closely with Children's, Youth Choirs and volunteers to select music, produce programs, and coordinate performances for Sunday worship services and special presentations.
- Oversee special performance artists such as guest artists, groups, soloists, and instrumentalists.
- Develop and oversee the multimedia and sound teams and provide them with service layout instructions and information for multimedia presentations. Ensure proper use, storage, inventory, and maintenance of all musical, media, and sound equipment.
- Oversee the proper use, storage, inventory, and maintenance of the Music Library.
- Maintain compliance with copyright laws.
- Develop and submit to the Worship Team annual budget requests for the continued operations of the music and worship arts ministries.

Working as a Team:

The music staff are a tight-knit team. Open communication between the Director of Music and Worship Arts, the Church Organist/Accompanist, and other staff and volunteers through email and occasional meetings are expected. There are 3 services each Sunday morning played by a volunteer pianist (8:30 service), the Director of Music and Worship Arts (9:30 service), and the Church Accompanist (11:00 service). These three positions cover for one another during absences. This requires working together to coordinate absences and flexibility to play for one another.

Preferred Qualifications:

- A 4-year degree or higher in music is given preference.
- Excellent piano playing skills as demonstrated for hiring audition.
- Experience working in church music settings.
- Christian faith.

Physical Requirements:

- Able to freely move about the church facility and grounds.
- Able to lift 50lbs

Core Competencies:

- **Compassion:** Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.
- **Manages conflict:** Deals with problems quickly and directly; remains calm; steps up to conflicts, seeing them as opportunities; reads situations quickly; focuses while listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform; lets those who report directly finish their own work.
- **Motivating others:** Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.
- **Organizing:** Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- **Planning:** Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Managing vision and purpose:** Articulates and supports the vision and mission of Trinity United Methodist Church; communicates a compelling and inspired vision for ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope and optimism; helps others to own the vision.

- **Developing volunteers:** Able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- **Interpersonal relationships:** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.