

Director Of Contemporary Music Job Description

We want to be flexible in offering this position. This is a part-time position, and we will work with you in adjusting this job description as needed and setting the hours. However, from experience with the job, we believe that it requires no less than 25 hours.

Spiritual and Personal Qualifications

1. Lives in a vital, personal relationship with Jesus Christ as Savior and Lord.
2. Accepts the Bible as the inspired Word of God – our final authority for faith. (What we believe) and live (how we live).
3. Accepts, practices, and will promote the doctrinal standards and sacraments of the United Methodist Church.
4. Will be committed to ministry and minister with a servant's attitude.
5. Has the ability to relate well and work with people of all ages and backgrounds.
6. Is willing to exercise leadership within a multiple-staff industry in a cooperative manner.
7. Must be a self-disciplined, self-motivated, hard-working individual who is willing to put in the time and give the effort to accomplish ministry with excellence.
8. Possess experience, training, and expertise in the field of music and worship.
9. Sets a good example of personal spiritual, and family life.

Areas of Responsibility

1. Shall lead the band at the weekly contemporary worship service at 9:30 am –Along with the Pastors, the Contemporary Music Director will choose music that connects others to the service.
2. Shall assist at special worship services agreed upon in advance with the Pastors. Examples: Christmas, Easter, etc.
3. Shall work in assuming responsibility for the preparation and performance of all band music.
4. Shall lead the band's weekly rehearsals.
5. Supervises all music for the band.
6. Ensure all music records are up to date with a list of worship songs for the contemporary worship service.
7. Shall meet with pastors on a regular basis to plan themes and worship elements for each service.
8. Engage the congregation during musical worship thru setting up songs, prayer, etc.
9. Create a budget and submit the request through the Worship Committee to the Finance Committee. Upon approval, monitor all expenditures in relationship to the budget.
10. Communicate with the pastors providing input for the weekly planning for services related to musical matters.
11. Prepare the band through weekly rehearsals and any additional ones needed.
12. Attend 11:00 am service & assist as needed.

13. Reports to pastors & S.P.R.C.

Qualifications

1. Has experience leading worship.
2. Bachelor's degree or minor in Music preferred.
3. Good verbal, written, and collaboration communication skills

Expectations

1. Abide by the current United Methodist Church Book of Discipline and the policies of St James United Methodist Church
2. Assist in promoting an environment that is welcoming to all members and guests.
3. Communicate with staff members and volunteers.
4. Utilize organizational and planning skills.
5. Remain current with the latest music trends, striving to continually enrich the music ministry of St James
6. Sign a letter of agreement between the Staff Pastor Relations Committee (SPRC)