



## Associate Director of Choral Ministries

### Worship & Arts

OPEN

**Position Type:** Exempt  
**Category:** Regular, Full-time position  
**Classification:** Category C  
**Reports to:** Director of Choral Ministries

**Ministry Summary/Objective:** The mission of the Worship & Arts Department is to provide opportunities to worship and glorify God, touch lives, and find inspiration to be the hands and feet of Christ in our world. The Associate Director of Choral Ministries develops and implements exciting and spiritually transformative worship & arts ministry to students and their families so that they may grow in understanding of the Christian faith and the music and arts role in faith development; strengthen their relationship with God; and gain basic music skills so that they may serve the church in various music and arts ministries.

#### Essential Functions

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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### MINISTRY RESPONSIBILITIES

##### W&A Department & Leadership

- Lead and maintain a music ministry where students feel valued, accepted, and a part of a larger community of Christ and promote an understanding of how music and the arts nurtures spiritual growth thereby empowering a stronger personal relationship with God
- Collaborate with all staff (Worship & Arts department, Student Ministry department, Children's Ministry department, etc.) to accomplish departmental and church-wide goals
- Vision for all students involved in music
- Participate in and contribute to the Worship & Arts Team and the Worship Planning Team
- Communicate regularly with music associates (directors, accompanists, and staff) regarding weekly rehearsal plans, worship services, and other music ministry opportunities
- Create and facilitate a Student Choral Ministry Task Team consisting of parents and students to support and evaluation all aspects of the student choral ministry
- Coordinate with the Children's Ministry and Student Ministry departments when scheduling events, service participation, retreats, etc.
- Attend Sunday morning services as scheduled directing choirs as assigned
- Bring new process ideas to the team for continuous improvement of the department

##### Choirs & Ensembles

- Direct choirs as assigned; may include Jubilation Choir (7<sup>th</sup> – 9<sup>th</sup> grade), New Covenant Ensemble (7<sup>th</sup> – 9<sup>th</sup> grade), a Children's Choir, and the Youth Ringers Handbell Choir
- Co-direct assigned choirs; may include Sonshine Choir (10<sup>th</sup> – 12<sup>th</sup> grade), other Children's Choirs, and Chancel Choir (Adult)
- Recruit, equip, and empower youth leadership within all youth ensembles
- Choose appropriate repertoire for assigned choirs and ensembles for worship, concerts, and tours
- Plan meaningful and effective rehearsals
- Be attentive to recruit new members for choir and ensembles and follow up with participating students throughout the year

##### Volunteer Management

- Recruit, train, and coordinate volunteers for assigned ministries and tasks (e.g. Share the Spirit fundraising team, Student Choral Ministry Task team, and Jubilation Choir Tour Team)

- Delegate event and ministry tasks to volunteers

#### Relational & Outreach Leadership

- Establish and maintain a music ministry where student feels valued, accepted, and a part of a large community of Christ
- Create service opportunities using unique gifts of choir members through the year at BUMC and in the community
- Oversee communications to students and families with Worship & Arts Administrative Director
- Attend Student Ministry events, when at all possible, developing relationships with all youth (not just the youth involved in the music ministries)
- Seek out ways to build relationships with students and their families

#### Tours & Events

- Jubilation Choir Rehearsal Week & Summer Tour – oversee planning as defined below
  - Recruit students to attend tour
  - Recruit and resource Jubilation Choir Tour Team assisting with choosing tour destination and logistical planning for rehearsal week and tour week
  - Collaborate with W&A Administrative Director regarding budget management, purchases, and registration processes and procedures
- Share the Spirit Fundraising Event and Concert
  - Recruit, guide, and resource Share the Spirit Team
  - Plan Share the Spirit concert and reflection opportunities
  - Collaborate with W&A Administrative Director regarding budget management, purchase, and registration processes and procedures
- Plan and execute youth concert events and special services with assigned ensembles to include, but not limited to; Youth Advent Concert, Share the Spirit Concert, Jubilation Send-off Concert, Sonshine Home Concert
- Assist in planning of children and youth winter retreats
- Assist with children's choir concerts and other events
- Establish and implement evaluation processes for all music ministry events such as tours, concerts, worship, etc.

#### Competencies

- Leadership skills and experience in youth choral ministry in a large church setting
- Strong interpersonal skills and experience in managing teams of volunteers in a ministry setting
- Effective written and verbal communications skills with ability to communicate and relate to students and parents
- Proficient in Microsoft office computer systems and use of social media
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Competent in developing and implementing structures, systems, and policy/procedures for worship and arts programs and events
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

#### Education and Experience Requirements

- Bachelor's degree in Music required, preferably in choral conducting or music ministry; master degree preferred
- Three (3 - Five (5) years of experience in leading choirs, programming music and designing worship and/or choir concerts
- Three (3 - Five (5) years of experience in a large church setting
- Understanding of Wesleyan theology and the United Methodist Church

**Supervisory Responsibility**

This position does not have employee supervisory responsibilities; however, it does supervise students and volunteers for assigned ministry areas.

**Work Environment**

This position operates in an office setting that involves everyday risks or discomforts requiring normal safety precautions. The position routinely uses standard office equipment. Also, this job requires being in the community with time spent in relational ministry with youth and their families or on trips and retreats outside the walls of the church.

**Physical Demands**

While performing the duties of this job, the employee will be in an office environment. Position is sedentary and is required to talk, hear, stand, walk, and sit. Also, employee must be able to stand for long periods of time while conducting choirs, coordinating worship services and other special events. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

**Expected Hours of Work**

Mandatory days and hours of work are Sunday mornings 7:00a – 12:15p & 4:00p – 9:00p and Wednesday 1:00p- 9:00p with other hours regularly scheduled Monday – Thursday, 40 hours per week. Position may require additional hours during certain projects. Occasional evening and weekend work required.

**Travel**

Travel is primarily local during the business day, although some out-of-the area and overnight travel is required.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*