



## Associate Director of Worship & Arts / Organist Worship & Arts

**Position Type:** Exempt  
**Category:** Regular, Full-time position  
**Classification:** Category C  
**Reports to:** Director of Worship & Arts

**Ministry Summary/Objective:** The Worship & Arts Department provides 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 Worship & Arts 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. This position also performs organist duties for worship services, weddings, and funerals.

### 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

- Vision, lead, and maintain a music ministry where participants 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 especially as it relates to planning & scheduling events, service participation, retreats/choir tours, etc.
- Participate in and contribute to the Worship & Arts Team and the Worship Planning Team bringing new process ideas to the team assisting in the creation of creative and innovative worship opportunities
- Communicate regularly with music associates (directors, accompanists, and staff) regarding weekly rehearsal plans, worship services, and other music ministry opportunities
- Attend Sunday morning services as scheduled directing choirs as assigned

#### Organist Responsibilities

- Provide appropriate service music and accompaniment for worship services
- Play for weddings and funerals as requested
- Maintain a practice schedule which would ensure the highest service playing standards
- Regularly meet for coaching with Director of Worship & Arts/Organist in the areas of service playing, improvisation, repertoire, etc.)

#### Choirs & Ensembles

- Direct the Agape Choir (grades 1 & 2)
- Co-direct Jubilation Choir (6<sup>th</sup> – 8<sup>th</sup> grade), New Covenant Ensemble (6<sup>th</sup> – 8<sup>th</sup> grade), and the Sonshine Ensemble (9<sup>th</sup> – 12<sup>th</sup> grade)
- Assist in directing Sonshine Choir (10<sup>th</sup> – 12<sup>th</sup> grade) and Chancel Choir (Adult) as requested
- Regularly meet with Director of Choral Ministries to plan music for worship, plan rehearsals, and receive feedback

### **Volunteer Management**

- Recruit, train, and coordinate volunteers for assigned ministries and tasks (e.g. Youth Choir fundraising team, Student Choral Ministry Task team, and Choir Tour Team)
- Delegate event and ministry tasks to volunteers

### **Relational & Outreach Leadership**

- Create service opportunities using unique gifts of choir members through the year at BUMC and in the community
- Attend student & children 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 participants and their families

### **Administrative Responsibilities**

- Oversee communications to students and families with Worship & Arts Administrative Director communicating with all choirs on behalf of the staff as requested
- Staff liaison to volunteer leaders & teams assisting in planning and coordinating all (adult, youth, & children) choir tours, retreats, concerts, and other special events, to include but no limited to:
  - Event registration
  - Purchase ordering
  - On-sight and tour-based facility scheduling
  - Publicity and promotion of events in collaboration with Communications department
  - Follow RAD (Reflect, Access, Do) evaluation process for all music ministry events
- Assist with and coordinate set-up for worship and/or concerts as requested
- Serve on Worship & Arts Operational Team
- Attend staff meetings, worship planning, and Worship & Arts department meetings

### **Competencies**

- Leadership skills and experience in 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, organ performance, or music ministry; Master's 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 as a director and/or organist
- 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 somewhat 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 and trips. Evening and weekend work required.

**Travel**

Travel is primarily local during the business day. Out-of-the area and overnight travel is required for tours and retreats.

*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.*