

*1st United Methodist Church of O'Fallon
504 E. Highway 50, O'Fallon, IL 62269*

Professional Accountability: The Minister of Worship Arts
Position: Part-time, Salaried

Purpose:

The Associate Director of Worship collaborates with the Minister of Worship Arts to create meaningful traditional worship experiences that connect imperfect people to a perfect God.

Position Summary:

The Associate Director of Worship must have a personal and growing relationship with Jesus Christ as Lord and Savior, and a passion and vision for vibrant traditional worship. The Associate Director of Worship will lead the music for the traditional worship service, plan, rehearse, accompany and lead the adult vocal and bell choirs, and children and youth bell and vocal choirs in expressions of worship that enrich worship, and lead others to worship God with all their heart, soul, mind and strength.

Essential Ministry Responsibilities:

- Provide appropriate piano music for Sunday services, generally including but not limited to: Gathering (Prelude), Hymns, Choral Anthems/Special Music/Guest Musician(s), Offertory, Communion, and Postlude in conjunction with the Minister of Worship Arts.
- Accompany congregational hymns, choir, soloists, ensembles, etc. for worship.
- Oversight of regular rehearsals and preparation of the adult vocal and bell choirs for their participation in the church's Sunday morning worship, and special services as needed.
- Reviewing, selecting, and rehearsing worship music for the adult vocal and bell choirs.
- Directing the adult vocal choir weekly as part of the traditional worship services.
- Rehearse each week with the adult vocal choir and occasionally with other ensembles or soloists.
- Submit the titles and composers of music literature to the Minister of Worship Arts for inclusion in the Sunday bulletin.
- Reviewing, selecting, and rehearsing worship music for children and youth vocal and bell choirs.
- Directing children and youth vocal choir regularly and seasonally as part of the tradition worship.
- Additional services and events may include special choir concerts, Maundy Thursday, Good Friday, Easter services, Christmas Eve services, etc. These events will be coordinated with the Minister of Worship Arts.
- Meet regularly with the Minister of Worship Arts for planning and preparation of worship services and other events.
- Schedule soloists and ensembles to perform on Sundays when the choirs are on break, including the summer months when the choirs historically take a break.
- Provide adequate notification for all absences so that qualified substitutes can be scheduled.
- Recruit and encourage members of the adult vocal and bell choirs.
- Assist in other musical/artistic needs of the church, as requested by the Pastors and in cooperation with the Minister of Worship Arts, such as, but not limited to, special church events, special music groups like duets and ensembles, church musical/dramatic/artistic programs, and other church services as needed.

- Commit to continual growth spiritually and professionally in knowledge, skill, and practice.
- Other duties as assigned by the Minister of Worship arts.

Other

- Coordinate and oversee the maintenance and repair of the hand-bells and any other equipment needed for traditional worship.
- Organization and upkeep of the traditional music library for vocal and bell choirs.

Qualifications:

- Authentic relationship with Jesus Christ as Savior and Lord.
- Love and respect for all people.
- Proficient musical skills on the piano.
- Sense of humor and positive attitude.
- Strong team player with the rest of the staff and congregation.
- Committed to the church's vision, mission, leadership, and people.
- Experience in accompanying vocalists as well as instrumentalists preferred.
- a teachable spirit with a willingness and commitment to continue growing spiritually and professionally in knowledge, skill, and practice, especially as it relates to leading worship ministry, services, and teams.
- the skills necessary to accomplish their tasks in the church.
- professional/educational training and/or experience in music, especially leading vocal/bell choirs.
- a working knowledge of various worship experiences and church music – past, present, and future – applicable to the context of O'Fallon First United Methodist Church.
- excellent musical, directing, and leadership skills, especially in leading worship services and worship teams.
- excellent communicative, organizational, administrative, and interpersonal skills.
- knowledge of current copyright laws.

Additional services or events which are not part of the position's base salary for which you will be appropriately compensated.

- May be requested to provide accompaniment for funerals, memorial services, and weddings.

Statement of Confidentiality and Evaluation:

I understand that the information and activities I deal with in my job at 1st United Methodist Church of O’Fallon is confidential. I will not discuss it, copy it, or in any way disclose any information acquired by me, during my employment, except as specifically authorized to do so by my supervisor. This includes, but is not limited to, the names of individuals, I encounter, and financial and gift information.

Any violation of these rules is grounds for immediate dismissal from work and is subject to other disciplinary processes for infractions of church policy.

The Associate Director of Worship Arts & Music works directly with the Senior Pastor, Associate Pastor, and Director of Worship Arts and Music and receives an annual performance evaluation with the SPRC and Senior Pastor.

I understand that I must pass a criminal background check.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee

Date

Supervisor

Date

Staff Parish

Date