



DIRECTOR FOR WORSHIP AND ARTS

Position Overview:

The Director for Worship will, with the senior pastor, guide and support the worship and special program planning and execution. The director will oversee the incorporation of music for diverse styles of corporate worship. The director will be a creative person who is passionate about leading people to encounter God through music. They will expect, encourage and equip ministry leaders in their spiritual transformation. He or she is a servant-leader who can communicate direction in a way that inspires others to join in the pursuit of a vision. This position reports directly to the Senior Pastor. This position supervises the churchmusicians, choir directors, and all music ministry volunteer leadership.

Attributes of All Staff Members:

Certain characteristics are essential for our work culture and staff to provide high quality ministry to members and the community. We look for the following qualities in successful staff members:

- A commitment to one's faith and God's call to serve
- A commitment to carry out Union Baptist Church's mission, vision and core values
- Service with compassion and humility
- The wisdom to maintain appropriate confidentiality
- A hospitable, and welcoming attitude toward staff, members and the community
- The ability to effectively resolve interpersonal conflicts with others
- A positive attitude and passion for one's work
- The ability to graciously give and received constructive feedback
- The skills to work well with teams and create a trusting work environment
- Flexibility, adaptability, dependability
- A sense of humor

Essential Functions & Responsibilities:

- Promote the spiritual development of musicians and choir members at rehearsals and regular meetings through biblical teaching, prayer and authentic discipleship.
- Plan the corporate worship services of Union, in consultation with the Senior Pastor, through prayer, with theological integrity, spiritual authenticity, and musical appropriateness.
- Collaborate with staff and appropriate teams to enhance the congregational worship experience.
- Set annual goals for the worship ministry that are in line with the church's vision, and the pastor's leadership; evaluate how those goals were attained or modified during the year.
- Coordinate all activities of the music ministry such as rehearsals, and community engagements.
- Make recommendations for worship related equipment purchases.
- Hire, supervise, and evaluate music and worship personnel in accordance with church policies and procedures.
- Continuous participation in music education to learn new systems, applications, processes and techniques. Attend appropriate seminars and conferences on worship leadership.
- Coordinate and support special events such as funerals and weddings.
- Maintain and ensure that all musical instruments and equipment are in good working order by engaging vendors for service and repair.



- Maintain a library of music and music resources.
- Report regularly to the senior pastor on behalf of the music department.
- Manage the fine arts ministries and coordinate their participation in the worship services.
- Develop additional musical ensembles, such as a praise team, and oversee the fulfillment of the musical needs of youth and children's church.
- Oversee song selection and schedule the coordination of all instrumentalists, vocalists, and dramatists as needed.
- Attend and actively participate in staff meetings and leadership development.
- Maintain licensing for copyrighted worship music used at Union Baptist Church.
- Ensure that all musical and technical aspects of the service support the liturgical season, sermon series or emphasis on that day.
- Oversee scheduling of and communication to worship leaders, worship team members, and instrumentalist utilizing tools such as PlanningCenter.com.
- Participate in worship services, while allowing others to serve as needed to develop other leaders.
- Recruit new worship ministry volunteers.
- Provide coaching and oversight of the training of volunteers and paid staff (vocalists, instrumentalists).
- Conduct regular meetings and rehearsals that are necessary to facilitate worship in services.
- Ensure legal compliance for the use of copyrighted material and ensure that the intellectual property created by the music ministry is protected
- Oversee the worship ministry budget and volunteers.
- Perform other related duties as directed by the Pastor.

Qualifications & Skills:

- Demonstrated excellence and musical proficiency as a worship leader and musician/instrumentalist.
- Gifts for leadership and administration, and team building.
- Expertise in vocal and instrumental direction.
- An understanding in the use of technology in worship.
- Minimum of a bachelor's degree; advanced degrees in music preferred.
- A minimum of 3 years of leadership experience with a proven track record ineffective staff management.
- Strong relational skills and an enthusiastic attitude about leading a church in worship.
- A self-starter, someone who takes initiative to accomplish the vision and mission.
- A team player with a positive attitude.

Physical Requirements:

- Move equipment weighing up to 50 pounds
- Remain in a stationary positions for extended periods of time
- Occasionally ascends/descends a ladder to service equipment
- Position self to service equipment under desks, below platforms or in closets

Job Type: Full-time Health Insurance, Retirement plan, Paid time off

Union Baptist Church is an equal opportunity employer. All applicants will be considered for employment.