



Position Description

Director of Contemporary Worship Music

Cave Spring United Methodist Church has adopted as its ministry focus: *EXPERIENCE GOD, GROW TOGETHER, SERVE OTHERS*. These ideals are the way CSUMC grows its faith family along their journey as disciples of Jesus Christ. As a part of the CSUMC staff, it is expected that all ministry actions and responsibilities support the themes of our ministry focus.

Purpose

To provide leadership for the contemporary music ministry of Cave Spring United Methodist Church working directly in cooperation with the Senior Pastor and other staff to provide the highest quality of worship experiences for the congregation and community.

Classification

Part-time, Exempt, 15 hours/wk - \$20,000/yr.

Qualifications

1. Musical training and experience in leading contemporary worship music are required.
2. Must embrace the Christian faith and have a familiarity with or be open to learning Methodist theology and doctrine.
3. Ability to train music ministry participants in vocal and instrumental skills
4. Skills for sightreading, playing an instrument that can accompany singing (keyboard, guitar, etc.), and leading vocals are required
5. Ability to provide worship leadership in the flow of the worship order, including fulfill the active role as worship leader in contemporary worship services.
6. Knowledge of audio/visual technology to collaborate with the Tech Team in creating meaningful worship experiences.
7. Must possess a proven ability to work effectively in a team environment and manage volunteers.
8. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement contemporary worship ministry
9. Must have excellent written and verbal communication skills, conflict management skills, computer skills necessary for organization and communication, including use of web-based tools.

Primary Task

To provide music leadership for high quality, creative contemporary worship opportunities by planning, coordinating and directing the contemporary worship ministry in collaboration with Senior Pastor, staff, church members, and community partners.

Responsibilities

- Work with the pastors and other staff in the planning and selection of music for contemporary worship services and seasonal programs, including, but not limited to: weekly Sunday morning worship, monthly Sunday evening youth worship, and the children's Christmas pageant.
- Prepare or supervise the preparation of the contemporary band and singers, as well as other ensembles as needed, for regular participation in worship and special services throughout the church year. This includes, but is not limited to, weekly rehearsals.
- Aid soloists in the selection of appropriate music and assist their practice as needed.
- Recruit new members of the praise band and develop new groups as the need or opportunity arises.
- Keep records of music used in worship and the licenses required for its use in worship and streaming.
- Develop and administer budget and planning process for the Contemporary Music Ministry, in collaboration with the Worship Committee.
- Direct and/or oversee the instrumentalists and singers for all services and rehearsals.
- Provide an adequate substitute when on vacation from regular duties or when scheduling conflicts arise with a special worship service.
- Attend staff meetings and planning sessions
- Ensure proper care and service of all church-owned instruments used in contemporary worship services (such as, but not limited to, keyboards, guitars, drums, etc.).
- Ensure that regular communication is provided to the contemporary service musicians, staff, and congregation by

way of the Enews, bulletin, cards, e-mail, texts, and phone calls.

- The Director of Contemporary Worship Music shall be permitted to use the church's facilities for private instruction. Times of instruction and use of facilities, according to the Church Utilization Policy, shall be scheduled in advance so as not to conflict with the church's programs and events. The Director of Contemporary Worship Music shall be solely responsible for the collection of fees and all accounting and taxation obligations that arise from the self-employed income received from private teaching.
- Perform other duties as requested by Senior Pastor.

Staff Relationships

The Director of Contemporary Worship Music shall serve as a member of the staff team, maintain a neat and professional appearance, self-assume responsibility for the assignments of this position, and shall be supportive of other staff members in their area of responsibility.

The Director of Contemporary Worship Music shall work under the direct supervision of the Senior Pastor and is accountable to the Senior Pastor and the Staff-Parish Relations Committee.



Drafted: 7/7/2021
Approved by SPRC:
Approved by Council: