

**Christ United Methodist Church  
Job Description**

**Worship and Music Leader**

**Summary Statement:**

The primary responsibility of this staff person is to be a committed disciple of Christ, seeking to grow in knowledge and likeness of our Lord Jesus Christ. As such, they will live a Godly example at all times. This includes having a positive attitude, uplifting conversation, and loving action.

**Requirements:**

Christian music experience required. Required certification in Christ United Methodist Church's Safe Sanctuaries Policies & Procedures (includes a background check). Knowledge of sound systems preferable.

**General Responsibilities**

- Lead musical aspects of blended/contemporary worship service(s).
- Assist in leading children's choir in providing special music and/or programs on some Sundays and special occasions throughout the year.

**Specific Responsibilities:**

- To suggest and implement new musical possibilities for our church as appropriate.
- Plan, choose and lead music as a Worship Leader for blended/ contemporary worship service(s) each Sunday, including praise team and choir anthem in coordination with pastor's sermons where applicable.
- Plan, choose and lead music as a Worship Leader for special services/functions throughout the year, including praise team and choir participation as applicable.
- Vocally lead established praise team(s) each Sunday using keyboard or guitar.
- Arrange music as needed and lead weekly rehearsals of praise team throughout the year.
- Schedule and direct adult choir rehearsal (Aug – June). Includes communicating weekly choir rehearsal schedule with choir members and pianist (in advance for pianist to allow preparation), setup in sanctuary or choir room, lead rehearsals and clean-up after rehearsal.
- Plan, choose, and lead music for adult choir in providing special programs including Christmas and Easter.
- Plan, choose, schedule and lead regular children's choir rehearsal (Sept – May), including setup, lead rehearsals and clean-up after rehearsals.
- Assist in leading children's choir in providing special music in worship services and/or programs on special occasions throughout the year, including Christmas and Easter.
- Search for/ purchase new choral music for adult choir and children's choir, including special programs, as needed.
- Work with other ministry team leaders and staff on special events throughout the year, such as VBS, Youth Sunday worship service, etc.

- Procure soloists or groups for Sundays as needed for special music and rehearse these people prior to service. Ensure they are acknowledged in Sunday bulletin.
- Willing to learn sound system used by church, assist with troubleshooting sound system problems, and train assistants in use of sound system for Worship services.
- Attend scheduled staff meetings, worship ministry team meetings and church council meetings.

### **Theology/Philosophy**

- See necessity to have a personal relationship with Jesus Christ.
- Adherence to Biblical principles and to theology and doctrines of the United Methodist Church.

### **Accountability:**

- Pastor and Staff-Parish Relations Committee.
- Church Council

### **Terms of Position:**

- A minimum of one year availability.
- Annual review, re-negotiation, and renewal, subject to approval by appropriate committees/boards.

### **Time Requirements:**

- Twelve to fifteen (12-15) hours per week: No benefits provided.
  - Weekly Time guidelines suggestions:
    - Lead worship Sunday = 2 hours
    - Rehearsal with music groups (Praise Teams, Choirs) = 4 hours
    - Rehearsal set-up and clean-up for each group = 2-3 hours
    - Research / select / chart music = 2 hours
    - Attend staff meetings/retreats = 1 hour
    - Attend Church Council meetings = Bi-monthly 2 hours
    - Assist with special music functions (VBS, Alpha) = as needed
  - In exchange for unusually heavy demands during busier times of the year (i.e VBS, Christmas, Easter) there will be compensatory time available. Arrangements to cover duties during that time are the responsibility of the Worship and Music Leader.

All new employees will be hired on a 90-day trial basis, in that after 90 days the employer or employee may without cause terminate the relationship.