

CHOIR DIRECTOR / TRADITIONAL WORSHIP LEADER

Reports to:	Senior Pastor
Effective:	January 8, 2018
Directly Supervises:	Organist
Status:	Part-time (15 hours per week)
FLSA:	Nonexempt

Job Summary

The Traditional Worship Leader will provide leadership and oversight for traditional worship at Aldersgate UMC. This person will maintain primary responsibility over the preparation and execution of music and production elements of the worship service and the recruitment, equipping, and leadership of volunteers within the music and production areas. Additionally, this person will work closely with the Senior Pastor and Contemporary Worship Leader to interact effectively with ministry leaders, volunteers, and staff members of Aldersgate UMC to define and implement ministry objectives. These efforts will support the mission of the church “to lead people into a growing relationship with Jesus Christ and share His love with our community.”

Essential Functions

- Oversee the visioning, planning, and implementation of traditional worship services under the leadership of the Senior Pastor.
- Plan and execute all weekly and seasonal traditional worship services.
- Direct the Chancel Choir in leading worship services and lead rehearsals. Either function may be delegated to other persons as the worship team develops; however, the Traditional Worship Leader is ultimately responsible for ensuring that these functions are executed with excellence.
- Build and lead a team of volunteers to operate audio, video, and lighting during traditional worship services.
- Ensure all projection slides (song lyrics, sermon notes, etc.) are prepared in advance of traditional worship services and integrated with the overall theme of the service.
- Attract, connect, train, and sustain ministry volunteers and teams to execute the vision for a growing traditional worship ministry.
- Work with the Senior Pastor in establishing traditional worship ministry goals, strategies, and budgets.

Other Responsibilities

- Assist the Senior Pastor in developing the overall worship and arts ministries and a culture that provides for and encourages spiritual growth through passionate worship.
- Participate regularly in worship planning team meetings and worship and arts ministry meetings.
- Oversee all licensure and copyright requirements for music used in traditional worship services.
- Ensure church-owned musical instruments are performance ready, choir robes are maintained, and the music library and choir room furnishings are in usable order.
- Assist with special worship and arts events alongside the Senior Pastor and Contemporary Worship Leader, at the Senior Pastor’s direction.

Minimum Qualifications

- Bachelor's degree from a four-year college or university or equivalent combination of education and experience.
- Computer literate, with a working knowledge of Microsoft Office software.
- Familiar with operation and maintenance of worship equipment and software such as amplification systems, sound mixers, ProPresenter, Planning Center Online, etc.
- Strong commitment to the Christian faith; familiarity with the United Methodist Church theology, structure, mission opportunities, and resources is helpful.
- Willing to adhere to the Aldersgate UMC Personnel Manual policies and Employee Conduct Expectations, to be loyal to the Senior Pastor and church leadership, and to be faithful to Aldersgate UMC mission, vision, and values.
- Able to pray, teach, and play well with others.

Physical Requirements

- Able to endure prolonged sitting and viewing of a computer monitor, standing for an hour or more at a time, and lifting, moving, and setup of equipment weighing up to 25 pounds.
- Able to speak in a public forum.
- Able to hear music and voice to blend into a unified musical sound.

Core Competencies

- *Trust and integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Musical skills.* Proficient at playing a musical instrument or multiple instruments in leading and facilitating worship; able to play solo and/or lead a band; capable of adapting "on the fly" as the Spirit leads; competent in preparing chord charts and other music for musicians, including the ability to transpose music.
- *Planning.* Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Developing volunteers.* Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- *Motivating others.* Creates a climate in which people want to do their best; can motivate different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.
- *Managing vision and purpose.* Articulates and supports the mission, vision, and values of Aldersgate UMC; communicates a compelling and inspired vision for worship ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope, and optimism; helps others to own the vision.
- *Conflict management.* Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out agreements and settle disputes equitably; can find common ground and get cooperation with minimal disruption.