

## First United Methodist Church

**Job Title:** Assistant Director of Contemporary Worship

**Reports to:** Associate Pastor (Youth and Contemporary Worship)

**Purpose:** The purpose of this job is to:

- Do everything necessary to ensure excellent Christ-centered worship experience consistent with the vision, mission, and core values of Wired and FUMC.

**Duties and responsibilities include, but are not limited to:**

(Working with the Associate Pastor and the Wired Service worship leaders):

- Plan and implement effective and inspiring contemporary worship services:
  - Prepare the bulletin.
  - Research and schedule appropriate music.
  - Aid in updating slides for the slideshow.
  - Research sermon relevant multi-media.
  - Coordinate pastoral presence and preaching schedules.
  - Research, incorporate, and execute appropriate liturgical practices as they relate to given topics and seasons.
  - Coordinate announcements at the beginning of the service.
  - Schedule greeters, technicians, communion servers, etc.
  - Coordinate with other staff crucial to any given service.
  - Make sure communion table is ready.
  - Obtain worship materials and decorate AC.
  - Coordinate worship space set-up and teardown.
- Coordinate the praise band:
  - Schedule musicians.
  - Recruit new musicians and provide training and support.
  - Communicate effectively with musicians and technicians.
  - Schedule extra rehearsals as needed.
- Public relations:
  - Create and submit the Wired page for the Prevue.
  - Update the Wired Facebook page.
  - Design and order Wired t-shirts for participants.
  - Create scripts for ads.
  - Edit and revise printed publicity.
  - Promote special events.
- Liaison functions:
  - Attend required meetings;
  - Communicate with other staff regarding Wired Service.
  - Meet and greet new church members.

It is essential that this person:

- Communicates effectively with staff and volunteers.
- Plans and coordinates effectively.
- Schedules far ahead to make sure that all musicians, greeters, ushers, readers, communion servers, etc. are in place for every worship service.

**Qualifications include, but are not limited to:**

- One to two years of a combination of worship planning (blended or contemporary), praise band experience, and audio-visual presentations.
- Experience in coaching and leading worship volunteers.
- Education and/or experience in the following areas:
  - Non-profit or church administration.
  - Music with a major area like vocal and/or instrumental music (degree preferred).
  - Performing arts.
  - Knowledge of Bible and Church history.
- Knowledge of copyright licensing.

**Required Skills:**

- Ability to provide spiritual leadership and inspiration.
- Ability to motivate, inspire and teach.
- People skills: interpersonal and conflict management.
- Able to communicate effectively with members, volunteers and other staff members.
- Administration and organization skills.
- Ability to hire, mentor and evaluate staff.
- Problem solving skills.
- Biblical knowledge and familiarity with worship.
- Compassion, sensitivity and patience.
- Able to work with minimal supervision.
- Must be able to pass a background check.
- Able to move tables, chairs, cases, and percussion equipment,

**Direct Reports:**

- Praise band
- Volunteer teams for greeters, ushers, communion servers, liturgists, etc.

Revised: Wednesday, December 13, 17