



201 N. Main Street
 Bellefontaine, Ohio 43311-2295
 937-592-9651
 www.bellefontainefirstumc.org

Job Description

Job Title: Director of Contemporary Worship	FLSA Status: NonE-xempt
Reports to: Senior Pastor	Work Schedule: 16 Hours/ wk
Program/ Department: Program Staff	Job Level:
Approved by:	Date Approved:

Summary:

- To lead and nurture members in their Christian development and spiritual growth through various musical ministries

General

Qualifications:

- Strong Christian faith and a desire to share that faith
- Hold a servant’s heart and a team player mentality
- Experience in leading contemporary worship
- Training and experience in music and vocal skills specific to the position
- Experience in recruiting, training, scheduling, and leading laity as a worship team
- Solid communication, relational, and organizational skills
- Competency with current worship media technology
- Flexible mindset; ability to respond positively to change or inconvenience

Supervisor: Senior Pastor

Areas of Responsibility

- Lead weekly contemporary worship service
- Provide music for special worship services
- Serve as point of contact for our worship technology team

Essential Job Functions

- Engage the congregation in authentic, passionate worship
- Select music for each service and distribute to praise band members
- Coordinate rehearsal times and performance dates with staff
- Provide special music on a weekly basis for the Ignite contemporary service
- Develop new avenues/ forms of worship in the community

Supervisory Responsibilities:

- None

Skills and Abilities Required:

- Must serve as a positive Christian role model
- Must possess excellent interpersonal skills, the ability to collaborate and work effectively with staff and volunteers
- Ability to manage conflict and build peaceful solutions
- Must possess the ability to exercise judgment and discretion with sensitive matters and the application and interpretation of church policies

Certificates, Licenses, Registration:

- Valid driver's license

Physical Demands:

While performing the duties of this job, the employee must be able to move freely in and out of different group settings (homes, the church facilities, hospitals). Specific vision abilities are required by this job include close vision, distance vision, and the ability to focus. Must have excellent command of the English language and grammar, both verbal and written. Normal vision and

hearing acuity are required to read and work with data and to use the telephone and/or to interact with other staff and the public.

Hours, Compensation and Benefits

- Hours of Employment:
 - Flexible
 - Hours- 16 Hours of the Week
 - Attendance at a weekly staff meeting.
- Compensation:
 - \$10,000 per year Payable on the 15th and 30th of each month.
- Benefits:
 - Employees become eligible for one week of vacation after completing one year of employment. Allotted vacation can grow to three weeks annually as defined by Employee Handbook.
 - Ten paid holidays – Paid holidays for this position include: New Year's Day, Martin Luther King Jr. Day, Monday following Easter, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day,
 - Paid sick leave accumulated at the rate of 1 day per month of employment but not to exceed 15 days accumulated per year. Unused sick leave shall not be convertible to pay upon termination or retirement.

The Employee will work both in the office environment as well as public and private venues beyond the church setting.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I acknowledge that I have read and understand this job description.

Employee Signature

Date