



CHURCH IN THE CIRCLE
UNIVERSITY CIRCLE UNITED METHODIST CHURCH
ALL ARE WELCOME. ALL THE TIME.

**Job Description: Director of Worship and Music
for Church In The Circle a.k.a. University Circle United Methodist Church (UCUMC)**

Reports to: Lead Pastor

FLSA Status: Exempt (Short Hour > 20 hours)

Prepared by: Leadership Council

Minimum Salary: Negotiable

Benefit: N/A

Date Approved: 4/11/2019

JOB OVERVIEW

To develop, coordinate and administer an effective, well-rounded music program and provide leadership and supervision of professionals and volunteers involved in this ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, and evaluate dynamic worship experiences for Sunday, midweek, and special services (i.e. weddings, baptisms, funerals, Christmas Eve, Watch Night, Good Friday/Seven Last Words) as required, in consultation with the Lead Pastor.
- Lead, recruit, train and rehearse members of the choir, the band, and the worship team.
- Provide assistance to any ensembles not under his/her direction.
- Contract with individual musicians to provide special music as necessary. Accompany and rehearse with guests as needed.
- Plan and produce special musical concerts and/or workshops.
- Coordinate worship experiences with the Director of Liturgical Dance.
- Attend staff meetings.
- Provide administrative effort required for all of the above, budget proposals, communications with and training of volunteer musicians, etc.
- Select, purchase and maintain music resources and sound equipment, within budget guidelines and restrictions.

QUALIFICATIONS/EXPERIENCE/SKILLS

- Bachelor degree in music, or experience equivalent, required.
- Master's degree in music, preferred; membership in professional music organizations is encouraged.
- Minimum of three years' experience in Africana worship, Gospel music performance, and choral conducting, preferred.

CORE COMPETENCIES

Individual Leadership

- Displays self-confidence and composure under complex and stressful conditions
- Coordinates the efforts of people with diverse skills to create a cohesive and functional unit that supports the mission and ministry action plan for UCUMC.

Strategic Leadership

- Demonstrates an awareness of organizational financial capabilities and constraints
- Accountable for the Worship System objective of the Ministry Action Plan

Professionalism

- Within the scope of practice for one's duties and responsibilities possess excellent skills in information collection and analysis procedures.

Communication

- Ability to provide instructions clearly and concisely both orally and in writing.
- A high sense of discretion and integrity when dealing with sensitive information.
- Ethically conducts the use of Social Media to conform with current standards while keeping with the mission of UCUMC.

Judgment and Decision Making

- High degree of responsibility, initiative, alertness, consistency.
- Demonstrates knowledge of media best practices.

Client Orientation

- Professional attitude
- Demonstrate an integrated approach and attitude through normal work activities as a consensus builder by utilizing an understanding of our staff and worshippers.

Technology Awareness

- Demonstrated advanced skills in Gospel, choral, and soloist accompaniment, transposition, free accompaniment and improvisation, sight-reading, and hymn modulations.
- Demonstrated appreciation and passion for a variety of music styles.
- Demonstrated proficiency on an electric organ and synthesizer, preferred.
- Demonstrated advanced skills in using Planning Center Online and Church Community Builder software packages, preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to; use hands to handle, manipulate, feel, talk or hear. The employee is required to reach with hands and arms. The employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TO APPLY:

All applicants should send a resume with three references to info@churchinthecircle.com or mail/drop it off to Church In The Circle at 1919 E. 107th Street, Cleveland, OH 44106. Job is open until filled.