

Mount Pisgah United Methodist Church

POSITION DESCRIPTION

POSITION TITLE:	Worship Arts Associate	EXEMPTION STATUS:	Full time Exempt
JOB FAMILY:	Worship Ministry	JOB LEVEL:	10
GENERAL POSITION SUMMARY:	Plan and coordinate the contemporary worship service in regards to music selections, etc. and work with Worship Arts design team with focus on worship experiences	POSITION RELATIONSHIPS SUPERVISES: (TITLES)	Contemporary Worship Volunteers Contemporary Worship Contractors (Musicians)
		SUPERVISED BY: (TITLE)	Worship Arts Pastor

GENERAL DUTIES AND RESPONSIBILITIES:

- To know and support the vision, mission and values of the Church; prioritize the strategy and develop methods to accomplish the strategy.
- While performing any procedure, all associates and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate Church operating procedures, benefit rules, employment, and safety policies/practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and executes the contemporary worship service. Responsibilities include selecting music, uploading files to Planning Center, attending worship/creative planning meetings and scheduling/rehearsing musicians.
- Works in collaboration with the Worship Arts Pastor and Worship Arts design team to embrace and creatively execute our strategy through attraction, retention, and spiritual growth as a part of our mission of making disciples of Jesus Christ at the contemporary worship service.
- Presents Sunday morning music that is relevant, related to and supportive of the Sermon, of high quality, and generally familiar while encouraging congregants into a meaningful and engaged level of worship that is glorifying to God and facilitates spiritual growth.
- Children's Choir responsibilities include, recruiting workers, communicating with parents, selecting/teaching literature and working alongside children's ministry to complement each other.
- Children's Summer Music/Drama Camp by creating a summer experience for children to learn Biblical truths through the arts.
- Work closely with youth ministry to develop a Youth Choir. Youth Choir would sing at Mount Pisgah, MP community, and possible choir tour.
- Assist with choir/orchestra, scheduling musicians, fill in as needed for rehearsal and worship. Responsible for one ensemble
- Assist creating tracks for all groups, traditional worship service, contemporary worship service, children's choir, youth choir and adult choir.
- Initiates and sustains community outreach experiences for vocalists and musicians to expand community awareness.
- Conducts relevant and pleasing worship experiences to retain and grow existing congregants as well as creatively connecting with emerging generations through the attraction of new people.
- Partner with the Worship Arts Pastor and worship planning team to plan and implement all worship experiences to create a dynamic service with a blend of varying formats and/or styles of music.
- Work in collaboration with Worship Arts Pastor, Worship Arts teams and volunteers to prepare music for special events as required (i.e., Easter, Christmas Eve, etc.)

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the Church's mission and adversely impact attainment of the Church's goals. Work priorities are often self-determined; however, results are monitored by both the Senior Pastor and the PPR Committee.

This document is provided by the Church for the benefit of its employees. It is not a contract and does not create a contract of any kind. The Church, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the Manager, Human Resources.

Mount Pisgah United Methodist Church

POSITION DESCRIPTION

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire Church community. It is important for the Worship Arts Leader to interact with the general Congregation after the Sunday worship services and be involved with various discipleship and service activities that involve both the Worship Arts community within the Church and the congregation in general. Community contact is a critical component of success in developing good will and interest in the word of God. Proactive, open communication with the volunteers, contractors, staff, and other worship leaders is expected.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's degree in Music or related discipline
- 10 or more years of experience in music ministry.
- Or equivalent skill, knowledge and experience

Knowledge, Skills and Abilities

- A disciple of Jesus Christ with a mature faith and a passion to lead others to become disciples of Christ
- Extensive knowledge and experience in leading worship
- An excellent leader, gifted in planning and managing people and projects
- Experience in vocal music.
- Highly relational skills. Must be an encourager to all and work well across teams
- Fluent in variety of musical styles.
- Excellent vocalist/musician (solos, parts, etc.) preferred

Equipment and Applications

- Sound/music applications
- Computers, peripheral equipment
- Designated software applications
- Telephones, copiers and other office equipment

JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by an associate 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 associate is:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually moderate

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

DATE

This document is provided by the Church for the benefit of its employees. It is not a contract and does not create a contract of any kind. The Church, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the Manager, Human Resources.

Mount Pisgah United Methodist Church

POSITION DESCRIPTION

APPROVED BY SUPERVISOR

APPROVED SENIOR PASTOR

DATE CREATED/UPDATED: (3/1/2023)

This document is provided by the Church for the benefit of its employees. It is not a contract and does not create a contract of any kind. The Church, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the Manager, Human Resources.