

JOB DESCRIPTION
First United Methodist Church of Fort Atkinson
Director of Music and Audio-Visual Ministries
Part-Time Position

SUMMARY:

Develop and administer the church's worship music and audio-visual ministry to support its mission, which is to love God, grow in faith and make disciples of Christ.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Capture a vision and philosophy of utilizing vocal and instrumental music, arts, DVDs and CDs in worship that is congruent with the church's mission.

Develop a long-range worship plan in collaboration with the senior pastor and worship team.

Assist with the creation of weekly worship service plans and discern how to recruit and equip individuals for leadership in worship, possibly involving people in non-musical roles.

Discern the musically gifted and interested of all ages. Recruit and equip them for music ministry.

Discern the technically and visually gifted and interested of all ages. Recruit and equip them for audio-visual support.

Oversee the administrative duties of the worship ministry, working closely with the senior pastor, worship team, technical crew, worship leaders and other personnel.

Schedule and lead rehearsals.

Select music to accommodate musicians' talents and abilities and suit worship styles.

Direct all technical aspects of sound, lighting, video, etc. affecting the worship services.

Develop a relationship ministry with those involved in worship.

Develop and improve ministry skills so that the worship ministry can grow in this congregation. Participate in worships, conferences, seminars, etc.

Participate in the general pastoral care of the congregation as called upon by the senior pastor, especially by integrating the ministry of music into such care.

OTHER RESPONSIBILITIES:

Assist in annual budget preparation for music ministry.

Order music, CDs and DVDs and supervise maintenance of music library.

Lead and/or assist with planning for special events that involve music and audio-visual support.

Provide office manager with all information about worship service music by noon on Thursday.

Direct set-up and tear-down of platform and equipment as necessary.

Keep inventory of all musical and technical equipment. Recommend changes, as appropriate.

Perform the following functions *or* direct/lead the staff person or volunteer who does

- Play organ
- Create audio-visual support for worship
- Run the sound board, computer, projector and recorders
- Direct:
 - Children's music ministry
 - Youth music ministry
 - Bell choir
 - Phaith Band
 - Adult choir
 - Drama

QUALIFICATIONS:

In addition to being able to perform each duty and responsibility, an individual should have the following knowledge, skills and/or abilities:

- A passion for God and a Christ-like spirit
- Believe the Bible is God's Word and the primary authority for our faith and practice
- Believe that Jesus is your Lord and Savior and pattern your life after His
- Ability to shepherd and motivate volunteer musicians and technical team members
- Organization, administrative and leadership skills
- Dependable, responsible, self-motivated and creative
- Ability to lead worship and train others as individual and team worship leaders
- Experience with technical aspects of worship services (sound board, lighting, video, etc.)
- Ability to work efficiently and effectively in team situations and ability to work independently
- Time management and organizational skills
- Ability to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for them as individuals
- Bachelor's degree from four-year college or university; or related experience and/or training; or equivalent combination of education and experience.
- Keyboard and organ skills desirable
- Spanish-speaking skills desirable

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Regularly required to stand, walk, sit, talk and hear. Specific vision abilities include close, distance and ability to adjust focus. Some local travel.

Noise level in work environment is usually quiet. Building is multi-level with several sets of stairs. Most parts are handicap accessible with elevator access. Nonsmoking environment.

Employment is “at will.”

REPORTS TO:

Senior Pastor

HOURS, COMPENSATION:

20-30 hours/week

Salary commensurate with experience

Training and professional development budget

Paid vacation

By October 16:

Mail or e-mail resume with cover letter or e-mail explaining your interest to:

First United Methodist Church

320 S. Main St.

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