



LINCOLNTON
Methodist Church

Job Title:	Director of Worship and Ministerial Support	PT/FT Status:	Full-time
Reports to:	Senior Pastor	Expected Hours:	40 Hrs or more per week
Job Type:	Non-Ministerial	FLSA Status:	Exempt
Supervises:	N/A	Pay Type:	Salaried (Monthly)

Position Summary:

The Director of Worship and Ministerial Support is responsible for working closely with the Senior Pastor to ensure the worship experience aligns with the church's mission and theology while leading and overseeing aspects of the church's worship services, including music selection, choir direction, coordinating worship teams, and planning special services all while fostering a spiritually engaging and meaningful atmosphere for the congregation.

In addition, this position supports the IT efforts of the Church, such as updating the website, acting as a liaison with experienced Church volunteers and approved vendors, and working with the Trustees, Church volunteers, and approved vendors regarding equipment needs and installation.

Work Schedule:

- Ability to workdays, nights, weekends, and all major Christian Holidays. To help build teamwork and ensure communication across the staff, must work in the office at least 32 hours per week, most of which should be during regular office hours.

General Job Responsibilities and Duties:

Director of Worship Responsibilities:

- **Worship Planning**
 - Partner with Senior Pastor to plan hymns, praise music, and special music that aligns with sermon topics.
 - Ensure music selections are provided to the Church Secretary no later than the Tuesday before the worship service.
 - Work to develop and support a true worship experience in keeping with the mission and values of the Global Methodist Church and Lincolnton Methodist Church.
- **Music Leadership**
 - Encourage congregational participation in worship congregational singing.
 - Organize musicians and praise teams for Church events such as Fifth Quarter and River of Life.
 - Encourage youth to become involved with the Choir and the praise band. This could possibly lead to an all-youth praise band.
 - Play the piano or other lead instrument to lead music during the worship service and other Church activities such as Fifth Quarter, River of Life, etc.
 - As needed, sing with the choir, praise team, individuals, and other groups.
 - Plan recorded music to be used during worship and other Church activities. Install or delegate this to be installed on the presentation software.
 - Manage worship support resources appropriately with an understanding of and attention to copyright implications and requirements.
 - Rehearse with the choir and praise team weekly.
 - Work with the choir, praise team, and individuals to utilize their strengths and improve their performance through regular practice.
 - Direct the choir during practice sessions and worship.



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- **Team Building and Development**
 - Recruit, train, lead, and schedule the worship team of volunteers including musicians, vocalists, and AV technicians to support in-person and on-line worship experiences.
 - Oversee and delegate the scheduling of worships teams (ushers, youth acolytes, av technicians, etc.).
 - Partner with other ministry program leaders (e.g. Children's Ministries) to incorporate worship music programming as needed.
- **Technical Aspects**
 - Ability to lead a choir and praise team.
 - Ability to play the piano or other lead instrument with a high level of expertise.
 - Prepare, or delegate the preparation of worship media support.
 - Prepare or oversee the preparation of the presentation software for the worship service and other Church events.
 - Prepare or oversee the preparation of software and equipment used to live stream services online and record/publish the sermon's podcast.
 - Develop and maintain expertise in the use of presentation software, sound system, and recording equipment.
 - Maintain Church instruments including the scheduling of regular piano tuning and maintenance of piano humidifier.

Ministerial Support Responsibilities:

- Serve as the primary point of contact and liaison for volunteers and approved vendors for IT support.
- Assist with technology and equipment for the Church by coordinating with approved vendors for internet services, the local area wired and wireless network, PC support, multi-function copier support, the worship and presentation support software, and security systems for electronic campus security.
- Organize training and materials on how to use the software and equipment (e.g. presentation technology, microphones, sound equipment, presentation equipment, presentation computers, projectors, etc.).
- Oversee and coordinate the preparation of the worship media and presentation software for the worship service and other Church events that use the live stream services and record/publish the sermon's podcast.
- Proactively maintain the Church website representing all the ministries of the Church by soliciting regular updates from other Church staff members and ministry leaders.
- Be the primary point of contact by assisting with the technology and equipment for the Church; and train others on how to use the software and equipment.

Communication:

- Provide worship team with upcoming music and schedule.
- Ensure tech team is aware of the presentation software content/slides and worship service flow prior to the worship service.
- Work with the Senior Pastor to assign hymns, praise music, and special music that aligns with the sermon topic.
- Communicate with IT vendors and Church volunteers and delegate tasks where appropriate.

Other Expectations:

- Be a ministry leader and live a Christ-like life within the Church and the community.
- Proactively invite people to Church.
- Attend most Church events.



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- Advise the Senior Pastor, Church Council, and Trustees regarding equipment and technology needs. And in partnership with the Trustees, oversee the installation of any equipment. If it is a simple installation, work with Church volunteers to install this equipment.
- Provide updates to the Leadership Council on assigned date.
- Actively participate in regular staff meetings.
- Present a unified ministerial front.
- Ensure that the music portion of the weekly bulletin is correct.
- Establish annual plan of major worship and musical events.
- Ability to plan and maintain an annual budget.
- Always follow the Ministry Safe guidelines.
- Other duties as assigned.

Qualifications:

- A bachelor's degree, received or prospective, is preferred.
- A minimum of two years as a Director of Worship and Ministerial Support is preferred.
- Saved and professed person of faith in Jesus.
- Engaged in ongoing sanctification and spiritual growth.
- Conservative/Biblical theology with commitment to Wesleyan theology and the Doctrine of the Global Methodist Church.
- Heart, habits, and passion to see non-believers come to Church and faith in Jesus.
- Accomplished pianist or on another other lead instrument. Proficient use of other musical instruments is a plus.
- Ability to lead a congregation to worship, not merely serve as a lead singer.
- Ability to contribute musically both with vocals and instrumentation (e.g. guitar, piano) for either worship or special events.
- Ability to assess and teach vocals/music to others.
- Experience leading and organizing teams of volunteers.

Physical Requirements:

- Able to lead rehearsals, play, and conduct choir in worship services.

Personal Competencies:

- **Leadership:** Demonstrates positive and proactive leadership support of the Church and the Global Methodist Church. Demonstrates strong leadership interaction with volunteers, Church members, and Church staff.
- **Spiritual Maturity:** Demonstrates a mature faith and is constantly growing and maturing in his/her own spiritual life.
- **Interpersonal Skills:** Demonstrate the ability to lead others in a positive way. Demonstrates the skills of active listening. Productively engages and resolves interpersonal conflict. Relates easily with a variety of personalities. Proactively stays in contact with Senior Pastor, Church Council members, Church staff, and volunteers. Truly cares for the wellbeing of others and loves others.
- **Biblical and Theological Knowledge:** Engages in biblical and theological reflection that is informed and sensitive to a traditional Global Methodist Church context, particularly pertaining to Christian worship.
- **Musical and Theological Knowledge:** Able to choose musical selections that speak to the themes of worship, the liturgical year, individual sermons, and sermon series.
- **Organization:** Understands the necessity of short and long-range planning. Demonstrates preparedness for music performance in services and rehearsals. Realizes that for goals and targets to be achieved, people affected must be a major part of the planning and implementation process.
- **General Understanding of IT:** Working with vendors and church experts, coordinate the IT efforts of the Church.



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- Teamwork: Demonstrates the ability to work as a team in planning, preparing, and implementing worship experiences.

Signed: _____ Date: _____