**CrossRoads United Methodist Church**

**Worship Director Job Description**

The principal function of the Worship Director is to provide leadership of all musical elements of all church-led services, as deemed necessary by the Senior Pastor. This position will work closely with the Pastor to plan worship series, themes, decorations, and special music events throughout the year.

**Regular Duties Include:**

* Plan weekly congregational songs that include classic and contemporary options.
* Oversee the choir and handbell choirs directing.
* Work with the Music Leadership Team to plan special music for weekly services.
* Ensure the Chancel Choir rehearsals are equipped on a weekly basis to learn special performance pieces as well as how to lead the congregational hymns for each Sunday.
* Equip handbell choirs to practice on a weekly basis or as needed for special performances.
* Instruct choir members in various vocal techniques and teach new handbell choir participants how to play.
* Direct the choirs or instruct someone else to direct them during weekly worship services.
* Put together a contemporary band that can lead the contemporary pieces chosen for worship every week.
* Work with the Music Leadership Team and Pastor to plan seasonal and liturgical events by participating in Staff Meetings and quarterly Music Leadership Team meetings.
* Utilize the music ministry budget as needed and maintain a library of music options.
* Encourage others to recruit and personally invite people to join the music volunteers.
* Keep all musicians informed about schedule updates and items pertaining to regular and special worship services.

Occasional Duties:

* Plan and/or direct musical elements for special performances for services and events as needed and requested by the Pastor.
* Assist in finding music coverage for funeral or memorial services as needed.
* Arrange and coordinate service projects for the choirs to do every year, like taking the handbells to the assisted living centers in town for special performances.
* Monitor the table coverings and stoles to ensure that they are in good condition.
* Monitor the handbells to ensure they are in good condition.
* Monitor the contemporary band instruments to ensure they are in good condition.

**Lines of Accountability:**

The Worship Director will report to the Pastor for the purpose of work evaluation and review at least once a year. This position is also accountable to the Leadership Board of CrossRoads United Methodist Church and has direct access to that committee when desired.

**Compensation:**

This is a salaried part time position with an assumed average of 10 hours of work a week – three hours on Sundy, three hours on Wednesday, four hours of work from home/in office for meetings, continuing education, and preparation. ($12.50 an hour)

The Worship Director will be paid $250 bi-weekly, totaling a salary of $6,000 a year before taxes.

If you are interested you can email your resume to Pastor Erika Braun at [crossroadsbeltonpastor@gmail.com](mailto:crossroadsbeltonpastor@gmail.com)