

**Trinity United Methodist Church**  
**Job Description**

**TITLE:** Director of Music & Worship Arts for Traditional Service

**REPORTING TO:** Lead Pastor and Staff Parish Committee

**JOB SUMMARY:** Overseeing Music Programs and Worship for the Traditional Service

**JOB DUTIES**

- Plan, develop and lead creative, engaging and God-honoring worship services by Classic/Traditional services.
  - Selecting music for congregational, ensemble and choir singing for the Classic/Traditional services.
  - Preparing weekly order of service and other information needed for bulletins.
  - Actively participating in worship planning with pastors and other staff members.
  - Leading congregational singing during worship.
  - Engaging and involving a diversity of ages in leading worship.
  - Mentoring and leading other worship staff in creative and engaging worship.
  - Recruiting, resourcing, encouraging, rehearsing, and leading vocal choirs for adults and children.
  - Recruiting, resourcing, encouraging, rehearsing, and leading handbell choir.
  - Recruiting, resourcing, encouraging, rehearsing, and leading instrumental ensembles.
  - Encouraging and resourcing liturgical dance and visual arts ministries.
  - Supervising Organist, Pianist, and other paid musicians such as seasonal orchestra.
  - Recruiting, resourcing, encouraging, rehearsing, and leading seasonal services such as Ash Wednesday, Maundy Thursday, Good Friday, Easter, and Christmas Eve.
- Administer worship ministry by
  - Ensuring compliance with applicable copyright licenses.
  - Maintaining the organ, pianos and other instruments owned by the church.
  - Monitoring applicable portions of the church budget.
  - Continuing to learn about worship through readings, workshops and conferences and encouraging other staff members, especially worship staff, to participate in the same.
  - Participating in weekly staff meetings.

**QUALIFICATIONS AND EXPERIENCE:**

- Experience in organizing, reading and directing adult choral choirs.

**HOURS OF WORK:**

- Part-time 20 Hours