Glenn Memorial UMC
Job Description
Director of Music and Worship Arts

Glenn is a deeply rooted and growing congregation of Christians located on Emory University’s campus in the historic Druid Hills neighborhood of Atlanta. We are a multi-generational church with members ranging in age from newborn to 102. Through worship, service, education and hospitality, we offer ministries that foster a sense of connectedness and belonging for all. We welcome all persons into the full life and ministry of our congregation, regardless of race, culture, ethnicity, age, sexual orientation, gender identity, family or economic status, education, politics, physical or mental ability, or faith history.

Music and arts have a very special place in the Glenn community. We are seeking to expand the scope and diversity of our very strong existing music ministry to incorporate the full spectrum of artistic gifts present in the Glenn congregation and its broader community.

For more information regarding Glenn Memorial UMC please visit our website at: http://www.glennumc.org

Position Summary:
The Director of Music and Worship Arts will work with the Senior Pastor to design and implement cohesive services of worship, leading the congregation to minister to each other through music and the arts, encouraging the fellowship of individuals and groups who share an appreciation of music, and fostering musical talents and expression among all age groups within the congregation.

Supervisor:
Reports to the Senior Pastor and under the general supervision of the Staff Parish Relations Committee.

Experience and Skills:
Position requires demonstrated skills in leading choirs, programming music and designing worship and an appreciation and genuine desire to learn and share from a broad cultural field of worship expression through many different arts forms with an emphasis on church music. Candidates must have at least several years of experience in the direction of singers and instrumentalists. The position requires a candidate with strong interpersonal skills;
strong oral and written communication skills; proficient in computer use (including Microsoft Office) and use of social media. The candidate must have respect for and ability to work effectively with staff and volunteers who are diverse in age, ethnicity, gender, sexual orientation and background; an active desire to seek continuing education and development in music and worship arts is required.

All Candidates must pass background and security checks (criminal, financial and sexual misconduct)

Education: Bachelor Degree; Advanced Degree in Music, preferably in sacred music, choral conducting or music ministry

Physical Requirements: Position requires prolonged standing, frequent bending, stretching, and arm movement, lifting items up to 10 pounds and carrying them a distance of 25 feet, manual dexterity and hand/eye coordination

Work Schedule: Full-time. Sundays and evenings are required. May require local and occasional out-of-town travel.

Primary Duties and Responsibilities:

1. Direct the organization and implementation of a comprehensive church music and worship arts program including choir, vocal and/or instrumental ensembles.

2. In consultation with the Senior Pastor, plan, prepare and support appropriate music for all weekly worship services and other seasonal and special worship services throughout the year appropriate to the location and style of worship of each.

3. Serve as the primary director of the Chancel Choir, including arranging for rehearsal space, selecting music and preparing and leading the choir.

4. Serve as a leader in the worship services by encouraging congregational singing, directing the adult choirs, and other phases of worship as requested by the Senior Pastor.

5. Direct choirs for weekly worship services and direct or provide qualified leadership for other choirs and other vocal or instrumental ensembles.

6. Plan, organize, and promote events such as concerts, choir tours, retreats, festivals, workshops, clinics, summer camps and other special programs to enhance the music and worship arts ministry.
7. Oversee maintenance of the music library, materials, musical instruments, and other equipment useful in the music and worship arts ministry.

8. Select sacred music from diverse genres.

9. Hire, and coordinate with, accompanists for the choirs and coordinate with organist.

10. Hire section leaders and soloists for the adult choirs as needed or appropriate.

11. Organize and oversee the children's music ministry program in coordination with Children’s Choir Directors. Ensure that the children's choirs participate on a regular basis in worship services.

12. Organize and oversee the youth choir program in coordination with the Youth Choir Director. Ensure that the youth choir participates on a regular basis in worship services.

13. Provide assistance or input as requested by the Staff Parish Relations Committee in connection with the hiring of the church organist and choir directors for the children’s and youth choir programs.

14. Encourage and recruit members of the congregation of all ages to sing in choirs and to offer their musical and artistic gifts in a wide variety of ways, such as the development of additional vocal, instrumental and artistic groups within the church.

15. Foster relationships with students and faculty at Emory University and Candler School of Theology and with community churches.

16. Foster creative expressions of faith throughout the life of the church.

**Administer the music and arts ministry effectively**

1. Attend staff meetings to coordinate the music and worship arts ministry with other ministries within the church.
2. Work with other music and worship arts ministry staff and volunteers to maximize a coordinated team of leadership and attend meetings of Church Council and relevant church committees.

3. Evaluate, select and purchase choral, vocal and instrumental music for worship services.

4. Provide for the systematic care of all music ministry materials, including instruments, the music library and choir robes.

5. Provide for the systematic care and maintenance of pianos, handbells, and the organs and develop a plan to ensure they remain fully functional and up-to-date. Coordinate sound system maintenance and upgrades as needed.

6. Plan and oversee the budget for the music and worship arts ministry in accordance with church policies and procedures.

7. Take Safe Sanctuary and Stewards of Children trainings and ensure that those policies are maintained in music and worship arts activities.

**Continue to grow professionally and spiritually as a music minister**

1. Attend continuing education events such as those sponsored by the United Methodist Fellowship in Worship Arts and American Choral Directors Association.

2. Maintain membership in professional organizations.

3. Participate in conference activities, such as Annual Conference of the North Georgia Conference of the UMC.

4. Remain abreast of current developments in church music by means of continuing education and publications of professional organizations.

5. Participate in clergy Orders, if ordained.

6. Coordinate time off as needed for personal and family needs.

**Highlight the spiritual dimension of music and the arts**

1. Promote an understanding of music and the arts as an arena for spiritual growth in relationship to God.
2. Model a Christian attitude of welcome and concern, fostering supportive and caring relationships among choir members and other participants in the music and arts ministry.

3. Provide opportunities for fellowship for those involved in the music and arts.

4. Provide pastoral care for members of the choirs and other musical ensembles and their families, including visitation in homes and hospitals and bereavement care and pastoral counseling as needed.