Director of Music and Worship

Job Description

Contact Mark Gregory on the Personnel Committee with questions.

405-334-1103

[jobs@uheights.org](mailto:jobs@uheights.org)

Principal Function:

The Worship Leader will lead the music and worship ministry for the late morning worship service at UHBC, seeking to lead individuals into authentic worship and a deepening relationship with God. The Music Worship Leader serves as the primary person in charge of the Music and Worship Ministry and for the oversight and development of all worship services.

Our worship style is a blend of traditional and contemporary, and the church is committed to make our worship relevant for people while seeking above all to honor God.

Job Classification:

This is a non-exempt (salaried) and part-time position, based on a 20 hour work week.

Working Relationships:

The Director of Music and Worship Leader will report directly to the Senior Pastor with input from the Music and Worship committee and will support weekly rehearsals, sound checks, and church services. This position oversees the sound and video technicians for both worship services. This position will have direct contact with church membership and paid staff.

Responsibilities:

* Direct congregational singing and music groups for Sunday morning worship.
* Coordinate the work of all music leaders in the Music Ministry.
* Oversee the direction of the planning, coordination, operation, and evaluation of the Music Ministry.
* Coordinate the church Music Ministry with the calendar of the church.
* Work with the Music Ministry Team (such as a choir and praise team) in determining music ministry goals, organization, leadership, facilities, finances and administrative processes.
* Responsible for enlisting and training leaders for the Music Ministry.
* Coordinate the performance schedules of music groups and individuals in the functions of the church.
* Supervise maintenance of and additions to the music library and equipment; provide music materials, supplies, instruments and other music equipment for use in the church’s programs.
* Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
* Coordinate training and use of instrumentalists and vocalists in groups or as individuals.
* Conduct rehearsals as needed.
* Work with the Music and Worship Committee to prepare an annual budget to be recommended to the Stewardship and Finance Committee.
* Lead worship for special services and events.
* Spend time with the Senior Pastor to learn his heart and passion and develop a shared vision for the church.
* Aid in preparation of the order of service and meet with all individuals who will be involved in the service.
* Demonstrate leadership, effective people skills, and a consistent desire and ability to train and encourage others to use their gifts.
* Be committed to serving others, supporting the staff, and cultivating team ministry.
* Perform other duties as assigned by the Senior Pastor.

Requirements:

* Ability to organize and lead a worship service.
* Musical knowledge and skills (both vocal and instrumental) needed for planning and leading a blended worship service.
* Commitment to use music for God’s glory, working as a team player with a servant’s heart.
* Supportive of the pastor, church leadership, and overall church direction.
* At least two years’ experience in leading worship in a variety of styles.
* Computer competencies related to service planning and presentation.
* Creativity to envision and implement authentic, impactful worship services.
* Ability to effectively recruit, develop, and lead various worship teams and individuals, as well as others connected to the worship service.
* Effective communication skills for one-on-one, small and large group settings.
* Participation in serving the church body as a member of the pastoral team.
* Ability to attend to detail.
* Flexibility in adapting to last minute changes, including worship schedules and events.
* Spirit of teamwork and collaboration.
* Timeliness.
* Ability to listen effectively and to communicate clearly, both orally and in written form.
* Commitment to biblical Christian principles and teaching, both professionally and personally.
* Sufficient good health to discharge duties properly.
* Ability to walk, stand and sit, sometimes for prolonged periods of time.
* Passing criminal, financial and sexual misconduct background checks.

Term of Employment: Employment is at will.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.