

Director of Traditional Worship Arts

Job Description

Mount Tabor United Methodist Church, Inc.
3543 Robinhood Rd., Winston-Salem, NC 27106
March 2024

Job Summary

This is a 35 hour per week, full-time, salaried position that is designed to implement the mission of Mount Tabor United Methodist Church, by crossing musical boundaries, engaging with the entire church and reaching out to the community with comprehensive worship arts, consistent with helping all persons grow in their faith. This is achieved by the oversight, direction and coordination of the Traditional service worship arts ministries and activities.

Position Requirements

- Master's Degree or equivalent experience in a recognized and relevant field of music.
- Five years of experience supervising and/or directing a musical group in a church setting.
- A strong spiritual foundation and proven ability to conduct a diverse and comprehensive Traditional service church music program.
- Self-motivated, creative, optimistic and enthusiastic, with strong leadership, team building and conflict resolution skills.
- Strong interpersonal, connectional and communication skills.

Leadership Role

Provide leadership, job-visioning, supervision and evaluations for all members of the worship arts team for the Traditional service, including:

- Chancel Choir Accompanist/Sanctuary Organist – one employee
- Music interns, when available – one or two employees

Handbell/Vocal Ensemble Rehearsals – All require long and short-term planning and preparation

- Adult BELLS – Thursdays, 6:00-7:00 p.m., August through May
- Chancel Choir – Thursdays, 7:00-8:30 p.m.; Sundays, 10:00 a.m. rehearsal; 11:00 worship (July hiatus)

Standing Committees / Meetings

- Staff Meeting – bi-weekly
- Worship Planning – weekly (musical bulletin information required)
- Church Council – quarterly
- Worship Arts Team – Chair - quarterly (includes Gallery Space, sanctuary visuals and themes for Advent/Christmas, Lent/Easter)
- Concert Committee –Chair - quarterly (establish a series of three to four concerts with appropriate marketing and evaluate participation)
- Jessie Farmer Endowment Committee – Chair – as needed

Supporting Tasks

- Serving as an advocate for Mount Tabor Music ministry and acquainting the community with the scope and quality of the worship arts program.
- Working cooperatively with other ministry staff for scheduling and planning.
- Using ProPresenter for presentation and production of streaming for Traditional service.
- Working cooperatively with various volunteer committee members in planning and executing the weekly Traditional service, including the Altar Guild, the Streaming Team, and Sound Team.
- Being visible at church events for ongoing recruiting purposes
- Developing and monitoring the Worship Arts ministry budget

- Coordinating with Organist all instrument maintenance (pipe organ, 5 pianos, various percussion, handbells)
- Writing copy for church publications and social media outlets. This includes contributing to the church newsletter and using other avenues to keep the congregation and the community informed and motivated regarding the musical calendar of events.
- Attending continuing education seminars.

Other Areas of Responsibility

- Recruiting and training leaders and musicians for the adult Chancel choir, the Adult hand bell choirs, and other Adult groups including vocal and instrumental.
- Maintaining an organized rehearsal space and music library, computer files and other materials relevant to the music ministry and make these resources available for use by all church music groups.
- Working under the leadership of the Senior Pastor to serve the congregation through music and worship arts programs in the Traditional service, weddings, funerals, and other special church functions.
- Evaluating the Traditional worship arts needs of Mount Tabor UMC and developing new programs where needed and opportunities exist. This may include organizing additional Adult choirs, choruses, ensembles, bell choirs, and other Adult groups including vocal and instrumental.
- Continually evaluating all musical instruments, equipment and supplies and communicating needs to appropriate church bodies.
- Securing substitutes or performing personally when music leaders (Organist/Interns and Interns) are absent.
- Conducting special training sessions, music schools, workshops, musical fairs, and/or other special programs and activities.
- Perform other appropriate duties as required or assigned by their Supervisor in coordination with SPRC.

Accountability

- This position is accountable to the Senior Pastor.

SALARY/BENEFITS PACKAGE

Salary & Hours

- \$45,000.00 to \$48,000.00 annual starting salary, depending on experience
- 35 Hours per week

Other Benefits

- 10 Paid Holidays
- One Floating Holiday annually for all eligible employees that may be taken at the employee's discretion.
- Annual Paid Vacation
2 weeks (10 workdays) for 1-5 years of service (prorated during first year of employment based upon hire date)
3 weeks (15 workdays) for 6-10 years of service
4 weeks (20 workdays) for 11+ years of service
An employee joining the staff at Mount Tabor UMC who has previously worked as a staff member at another United Methodist Church will be considered for additional vacation time based on those previous years of service/type of experience. SPRC will review each situation on a case-by-case basis.
- Sick/Personal Leave
New employees will accrue sick/personal time on a one day per month basis with a maximum of 10 days in their first year - Effective January 1st each year, all eligible employees then receive 10 days.
- 403(b) Pension Plan
The church provides a 6% contribution. The employee may contribute additional funds if he/she chooses. This benefit begins the first of the month after completion of 90 days of employment.

The Church will run a background and criminal check as well as require a drug test prior to employment.

APPLICATION PROCESS AND PROCEDURES

Full job description, details and a Mount Tabor Job Application are located at:

<https://www.mttaborumc.org/employment-opportunities>

The job application can be downloaded, completed, and saved as an attachment for email. We also require your resume. Email attachments should include first and last name in any file name you create.

Email application package (completed application and resume) to:

jobs@mttaborumc.org

Contact Deborah Keaton 336-817-8830 with any questions about the application process.

NOTE: Interviews will be conducted in person. Auditions leading choir and bell choir will also be in person

Application Packages are now being accepted and the posting will remain open until filled.