



Application Instructions – Director of Worship

Thank you for your interest in the Worship Director position. Please note the following policy in Ebenezer United Methodist Church’s Employee Handbook:

STAFF MEMBERS AS CHURCH MEMBERS

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Worship Director, noting any relevant work experiences

Your application can be submitted in one of three ways:

1. Email your completed packet to bpriest@ebenezerumc.org and indicate “Worship Director” in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

Ebenezer Church Staff-Parish Relations Committee



Position Description

Title	Director of Worship				
Reports to	Lead Pastor	Direct Reports	Choir Director, Accompanist		
FLSA Status	Exempt	Exemption Category	Ministerial		
Salary or Hourly	Salary	Salary Basis	40 hrs/wk	Timesheet Required	No

Organizational Purpose

Develop and lead the worship planning process to meet Ebenezer UMC's strategic vision of delivering a consistent, spiritual experience for those who attend worship services. This position is geared intentionally toward building up volunteer servant leaders and musicians to participate in multiple areas of the worship experience.

Essential Functions

- Work with the Lead Pastor to develop a vision for worship planning and ensure the vision is conveyed to volunteer teams supporting worship in a unifying manner.
- Lead the Worship Team weekly meetings in order to plan worship services in partnership with pastors/staff and ensure appropriate and timely dissemination of details to staff and volunteers as needed.
- Serve as music leader of the praise band(s) by scheduling musicians and leading weekly rehearsals and services.
- Identify, recruit, audition, and select vocalists and instrumentalists to serve in the praise band(s) in all contemporary venues. Support the Choir Director as appropriate to create program for recruitment that canvasses a broad base of potential participants.
- Lead and train direct report(s) to ensure stability, capability, and high morale. Conduct/oversee annual evaluations of paid staff and make recommendations to the Lead Pastor concerning staff performance, pay and efficiency. Set annual performance goals in support of the goals of the overall organization and offer regular direction and support to direct reports specific to their annual goals and the core competencies essential for their positions.
- Provide for the A/V and tech needs for all worship services.
- Recruit, train, and lead volunteer teams to cover the A/V needs of the church.
- Recruit, train, and lead volunteers for the safety team of the church.
- Arrange for substitute musicians and music for worship services, when necessary.
- Prepare and manage budgets for the music and worship departments.

- Identify current trends in contemporary music and promote new ideas to expand the scope and capabilities of contemporary music opportunities.
- Plan and implement special contemporary music events, including but not limited to, providing music for student ministry events, retreats, and church-wide events.
- Continue to grow and develop personally and professionally in regard to the Christian faith, the administration and operation of the contemporary worship, and the management and leadership skills as they pertain to church volunteers.
- Perform other worship-related duties as assigned by the Lead Pastor.

Qualifications, Education or Experience

- Evidence of formal music training preferred.
- Contemporary Christian musical performance experience, proficiency in vocals and the demonstrated ability to play one or more leading musical instruments.
- Working knowledge of audio/visual technology in support of streaming and in-person worship services.
- Experience recruiting and leading contemporary Christian music bands.
- Experience with technical aspects of musical worship services (i.e. soundboards, lights, etc.).
- Knowledge of the importance of music in worship and Christian spiritual development.
- Must be proficient with Microsoft Office Suite Software and have the ability to become proficient in church management software and other software systems, in the areas required by the position; proficiency in a music notation system is a plus.
- Budget preparation and implementation experience required.
- Exhibits the ability to communicate clearly and concisely.
- Good planning and organizational skills.
- Ability to lead and develop teams.
- Detail oriented.
- Experience managing projects or the ability to demonstrate project management skills.
- Experience managing a church-wide music ministry at a large church that includes other styles of music in addition to contemporary music as well as multiple subordinate employees is desired.

Core Competencies

Creating the New and Different: Proposes new and unique ideas; can facilitate effective brainstorming; easily makes connections among previously unrelated notions; has good judgment about which creative ideas and suggestions will play out successfully in the congregation and/or community; is good at bringing the creative ideas of others to fruition.

Technical Learning: Learns technical requirements quickly; can learn new skills; is good at learning new industry, company, product, or technical knowledge—like Internet technology; does well in technical courses and seminars.

Getting Organized: Can marshal resources (people, funding, material, support) to get things done; develops schedules and task/people assignments; breaks down work into the process steps; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; anticipates and adjusts for problems and roadblocks; evaluates results; arranges information and files in a useful manner.

Managing Volunteer Teams: Is a good judge of talent; can articulate the strengths and limitations of people; provides the information people need to know to do their jobs and to feel good about being a member of the team; provides individuals with timely information so they can make accurate decisions; clearly and comfortably delegates both routine and important tasks and decisions; lets people finish and be responsible for their work; tends to trust people to perform; shares wins and successes; fosters open dialogue; creates a feeling of belonging in the team.

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting without a minimum of planning; seizes more opportunities than others.

Approachability: Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees; is a quick learner, getting informal and incomplete information in time to react properly.