



## Shady Grove United Methodist Church

4825 Pouncey Tract Road Glen Allen, VA 23059

804-360-2600 [www.shadygroveumc.net](http://www.shadygroveumc.net)

### Director of Modern Worship

<b>Category:</b>	Part-time Employee, 15-20 hours per week, including Sundays
<b>Reports To:</b>	Director of Music Ministries
<b>Compensation:</b>	
<b>FLSA:</b>	Non-exempt

**Job Summary:** The Music Ministries at Shady Grove UMC, a mid-sized to large suburban church in western Henrico County, play a vital role in helping the church accomplish its overall mission to discover and live the love of God by sharing, serving and connecting with all peoples. The Director of Modern Worship is a professional music staff member who works under the supportive supervision of the Director of Music Ministries and in collaboration with the Pastors and the Worship Roundtable to create a modern worship environment that nourishes souls; invites congregational participation; forms disciples as they use their varied gifts; promotes multi-sensory worship; and that serves Short Pump and its surrounding communities.

#### Qualifications:

Commitment to Christ, a love for music, organizational skills, effective communication and consistent preparation are essential to this position. The Director of Modern Worship is a faith-filled, welcoming and equipping leader who has the ability to take a leading role in the Modern worship environment and to manage and blend different personalities into a harmonious group dynamic with creativity and grace.

#### General Job Description/Responsibilities:

##### Collaborating Member of the Worship Team

- Prepared contributor to round table planning and development of all worship services
  - Coordination with worship seasons, series, themes
  - Collaboration with sacramental, visual, liturgical, kinesthetic, media and administrative teams
- Strive for excellence in worship through weekly cue by cue rehearsal with worship staff and lay members
  - Currently Wednesdays at 11:40 for Traditional, with Modern Worship following
- Lead Modern Worship Sound Teams through cultivation, training, scheduling and coordinating with team members
- Coordinate and collaborate with Visual Media Teams, which are led by the Communications/Media staff (currently the Church Administrator) weekly
  - Submit all bulletin and slide materials by Tuesdays at 6 a.m. for the coming Sunday

##### Modern Worship Leader

- Serve as the primary worship leader for Modern worship through words of welcome, faith, scripture and prayer in coordination with the pastors (who will share roles in the Modern worship services)
- Lead in the Modern Worship environment with the support and guidance of the Director of Music Ministries who will offer supportive supervision by sharing expertise in music and team formation and who will take the lead in developing shared standards regarding administrative practices of Music Ministries with the Director of Modern Worship, including standards for: communication, scheduling,

budgets, instrument maintenance and equipment needs, quality assurance of worship spaces, receiving and responding to music related feedback and timesheets.

- Create and distribute Modern Worship orders and thumbnails of screen presentations to pastors, A/V team, ushers/hospitality and praise band members
- Develop and nurture the gifts others have to lead worship, create opportunities for internal leadership and cultivate an environment of accountability for those leaders.
  - Recruit, schedule and supervise Modern Audio-Visual Team
  - Recruit, schedule and supervise Set Up Team

### Director of Praise Band

- Recruit, train and lead the praise band, selecting appropriate Modern music that is relevant, theologically sound and glorifies God
  - Teach and lead with clarity and grace, helping others to develop their gifts
- Schedule, prepare materials for and run weekly rehearsals
- Provide spiritual leadership to the praise band
- Lead in special/seasonal services
- Collaborate and coordinate to ensure music needs are covered when music staff are on vacation/continuing education

### General Duties

- Lead in Shady Grove worship services, which are recorded and live streamed
- Maintain music library
- Ensure CCLI compliance and submit reports as required
- Attend weekly staff meeting
- Prepare Modern Worship Ministry budget, including instrument maintenance, under the guidance of the Director of Music Ministries
- Oversee maintenance of Modern Worship musical instruments
- Prepare announcements of activities for church e-blast
- Recruit adult volunteers for possible children and youth ensembles, per Child Protection Policy
- Communicate via email, verbally and in written materials regularly to keep Modern Worship ministry participants informed
- Become proficient with the Fellowship Hall sound system and screens, worship presentation software such as Proclaim, SongSelect, Google docs and Realm (the church administration software), training offered.
- Be able to pass a national background check, including sex offender registry check, to work with children and youth.
- Respond to concerns in a timely and sensitive manner
- Follow Staff Handbook policies
- Other duties as assigned