

Director of Traditional Worship

1. **General:**

- This job description encompasses overall management and direction of Traditional Worship at the Guntersville First United Methodist Church (GFUMC).
- This position is directly supervised by the Senior Pastor.
- All other personnel requirements shall be in accordance with the Church Employee Guide.

2. **Critical Knowledge, Skills, Abilities**

- Foremost, be a devoted Christian with a love for people and a passion for worship
- Demonstrate proficiency in music and in the worship arts

3. **Program Management**

Full Responsibility

- Plan, prepare and coordinate the weekly traditional order of worship, as well as special events (Christmas, Easter, Christmas Eve, Maundy Thursday, Holy Week, and/or other events, as directed by the pastor). Oversight of the Worship budget and the procurement of any materials or services needed to meet expected needs for a given worship service.
- Under the direction of the pastor(s), prepare a weekly order of worship inclusive of securing the liturgist for traditional worship.
- Plan for, order materials, prepare, and rehearse the adult choir and the handbell choir. (includes the organization and growth of the music library with copyright compliance oversight)
- Lead the church congregation in hymn singing and other elements of the worship services.
- Plan and supervise the preparation of any “special” music for worship services or special events (i.e. Christmas, Easter, Christmas Eve, Maundy Thursday, Holy Week, Funerals, other) inclusive of securing soloists and/or ensembles as needed per the direction of the pastor.
- Supervise and assist accompanists in planning and preparing music for worship services, funerals, and other events as needed, and as directed by the pastor.

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- Attend Staff meetings and present status of worship activities
- Other duties assigned by the Senior Pastor

Shared Responsibility:

- Assist with training both coordinators and servants, and work with those program coordinators to make sure they have what they need to be successful: Ushers, Greeters, Acolytes, Altar servants, Communion preparation servants, Sanctuary care.
- Staff Liaison for Hospitality - provide oversight of the hospitality budget and support the Traditional Hospitality Coordinator to make sure needs are met and that food orders are paid, and purchase orders issued.
- Work closely with the pastors, coordinate funerals: Secure a sound operator, assist the funeral usher coordinator to secure ushers, (if service is held in Worship Center) work closely with contemporary worship leader to make sure all needs are covered.