

CONTEMPORARY WORSHIP MUSIC LEADER

Job Description

St. Matthew United Methodist Church
Greenville, South Carolina

Mission Statement:

“Building life-changing relationships with God, one another, and our community.”

1. **Principal Function**

The Contemporary Worship Music Leader (CWML) serves as a member of the Church Staff with a focus on providing musical and other creative leadership for the “Day By Day” Contemporary Service. The main objective is to make the Contemporary Service a high quality experience of alternative worship, utilizing meaningful music along with audiovisual and other methods of helping people hear and respond to God, particularly “un-churched” people in our community for whom this service may present an easier “access” into the life of the Church.

2. **Nature of Position & Accountability**

This position is Part-Time, with an anticipated workload of 10 hours per week.

The CWML is ultimately accountable to the Staff-Parish Relations Committee (SPRC) but works day to day under the immediate supervision of the Pastor.

3. **Duties & Responsibilities**

- a. Facilitates every component of the Sunday Contemporary Worship Service: Music and performance (Creative); Sound and Sight (Technical); and Set-up and take-down (Logistical).
- b. Organizes and leads regular rehearsals with the all-volunteer Contemporary Service Band.
- c. Compiles a complete song list for each Sunday for a month at a time.
- d. Ensures that all sound and visual equipment is kept in working condition and is repaired or replaced as needed.
- f. Meets with the Worship Team and communicates Contemporary Service needs.
- g. Works with the Pastor and the Worship Team to devise creative innovations to the form and content of the Contemporary Service on an ongoing basis.

4. **Qualifications & Characteristics Needed**

- ✓ A Christian with a strong, demonstrated commitment to following Jesus Christ, who is able to represent St. Matthew United Methodist Church in a positive way in all aspects of his/her professional and personal life.

- ✓ Sufficient knowledge of contemporary Christian music and worship forms to facilitate and guide the Contemporary Service Band.
- ✓ Sufficient musical and/or vocal ability to lead the Band in performance.
- ✓ Bachelor's degree is preferred but not essential.
- ✓ Able to pass a Safe Sanctuary screening.
- ✓ A current Driver's License.
- ✓ Capacity to work responsibly and collaboratively as a part of a ministry team with church members and elected lay ministry leaders with little supervision and in a timely manner.

5. **Mileage**

All ministry related mileage is reimbursable at the standard IRS rate if documented carefully and submitted for reimbursement at least every 60 days.

6. **Job Performance Expectations & Critical Needs**

Ensures that the Gym area is ready for worship no later than 7:30 AM every Sunday Morning:

- Stage is set up or carpet is rolled out
- Chairs are set out
- Altar and pulpit are set out.
- Sound system set up, plugged in, turned on
- Mics, music stands and monitors are in place
- Fresh batteries are available for all wireless mics
- Music/Lyric Sheets are supplied and placed on stands as needed
- Pastor mic is sound and battery checked