**DIRECTOR OF PRAISE SERVICE**

Columbia United Methodist Church

Position Description

**Supervision:** The Director of the Praise Service functions under the direction of the Senior Pastor and is held accountable through the supervision of the Senior Pastor and the Pastor Parish Relations Committee

**Qualifications/Experience:** The Director of the Praise Service must see this position as a ministry to the and with the people of God known as CUMC. Commitment comes from an understanding of God’s love for us and God’s desire for us to communicate in worship and music the Good News of Jesus Christ. A willingness to grow in faith and in this position as the worship life of CUMC evolves is a requirement.

The candidate must be able to work well with all staff, volunteers and musicians of all abilities to further our music ministries. The candidate must also embrace the theology of the United Methodist Church. This current opening will be filled as a 10-hour part-time salaried position with a candidate that will physically be present at all CUMC’s praise services throughout the year, except those granted as approved time off. An ideal candidate will have a background in music with preferred experience in worship technology. Keyboarding or guitar skills also required. Preferred that the candidate also have at least one year of leading a congregation in public worship, with a commitment to grow in that area.

**Position:** Director of Praise Service

**Supervisor:** Senior Pastor

10 hours Part-Time Salaried

**Position Summary:** The Director of the Praise Service assists CUMC in its vision as it relates to the Praise Service. The Director of the Praise Service’s primary responsibility is to oversee the planning, coordination, and implementation of a praise service, while also leading/directing a praise band.

**Primary Duties and Responsibilities:** Subject to review and adjustment in conjunction with the Pastor Parish Relations Committee and the Pastor, the following constitute the major responsibilities of the Director of Praise Service:

The Director of the Praise Service will:

1. Have a primary responsibility for the planning, organization, execution and evaluation of CUMC’s Praise Service, so as to provide quality worship experience in conjuction with the Pastor of CUMC.
2. Provide monthly schedules of musicians and volunteers to the Praise Team, Pastor and Church Administrator in a timely manner.
3. Create weekly service line-ups which include the songs, song breakdowns, and the order of worship. Song selection should be responsive to the message of the Pastor and as much as possible, provide a unity theme for the service.
4. Give weekly service line ups and other necessary materials in a timely manner to those on the Praise Team, Pastor and others as necessary.
5. Create a power point presentation or similar multi media presentation (i.e. pro presenter) for services that displays the order of service along with lyrics to songs to enable congregational participation in the worship service.
6. Lead the Praise Team through rehearsals prior to the service as deemed necessary.
7. Display proficiency both vocally and with a keyboard or a guitar during the services to successfully lead both the praise team and congregation through the worship service.
8. Ensure all job duties are carried out in the event of vacation and all other approved absences.
9. Be familiar with and supportive of all worship styles, and be acquainted with a wide body of music worship literature.
10. Attend all organizational and planning meetings which pertain to the Director of the Praise Service position. This includes monthly music meetings, worship committee meetings as needed and other meetings with organizations and bodies that are responsible for ~~-~~the development of the worship and music ministries of CUMC.
11. Work closely with the Pastor in the development of the Praise Worship budget, overseeing expenditures, and projecting capital music purchases as well as the maintenance and care of all music supplies, equipment and instruments used for the Praise Service.
12. In conjunction with the Church Treasurer arrange for monthly payment of musicians.
13. Seek to expand worship and music opportunities for the congregation by exploring and implementing new and relevant worship experiences in support of pastoral vision (i.e. conferences, seminars, webinars).
14. Continue to grow and mature as a Godly person of integrity. Pursue being a Christ follower so that he/she can model and mentor what that is to those around him/her.
15. Perform other duties as assigned by the Pastor.
16. Plan and oversee the Praise Service Christmas Eve Worship Service in coordination with the Pastor.

**Personal and Professional Characteristics**

1. Displays his/her Christian faith through attitude and actions
2. Works respectfully with volunteers
3. Possesses the ability to be a team member and to motivate others
4. Works effectively with the Pastor, CUMC Staff and Pastor Parish Relation Committee.
5. Demonstrates energetic and enthusiastic leadership
6. Communicates effectively with current and perspective worship volunteers and musicians