

# ***PINE FOREST UNITED METHODIST CHURCH***

## ***Director of Contemporary Worship (DCW)***

Director of Contemporary Worship is a part time salary position. The position is a fluctuating work week based upon less than 20 hours per week. The DCW is responsible to the Staff Parish Relations Committee and reports to the Senior Pastor.

### **General Statement of Job:**

Manages, coordinates, and directs the organization of contemporary worship. The core mission is to coordinate and produce contemporary worship activities with excellence.

### **Specific Duties/Skills/Responsibilities:**

Maintain communication with church staff and volunteers to ensure successful ministry  
Coordinate an effective outline of service in a timely manner  
Manage praise band and equipment and other support persons  
Ensure the worship team presents reflective of the faith and values of the church  
Select appropriate and theologically aligned music with Pine Forest beliefs  
Understand the culture and technology of contemporary worship  
Enlist and train competent volunteers which will allow for a smooth successful service  
Organize rehearsals, set up and flow of the service with speakers and pastor  
Collaborate with Minister of Music for special seasonal services as requested  
Secure Audio/Video equipment for live and streaming with Technology Specialist  
Oversee the look/feel/seating of the room is in line with current best practices  
Suggest budget and proposed spending along with the Director of Music  
Comply fully with the safe sanctuary standards  
Promote ecumenical activities with other churches in the area as requested  
Participate with other staff members supporting overall vision/mission of church  
Create and maintain healthy relationships with congregational church body

Active part of ministering team at PFUMC. Open communication with staff working toward the betterment of the church as a whole.

### **Christian Code of Conduct:**

Committed and professing Christian that believed themselves to be specifically called by God to serve in ministry at PFUMC. Staff is a representative of Jesus Christ and PFUMC in the community and beyond and are accountable to standards of conduct.

***Revised: March 2022***