



Director of Music and Worship
Emory United Methodist Church
6100 Georgia Avenue, NW
Washington, D.C. 20011

Direct Report: Lead Pastor, Dr. Joseph W. Daniels, Jr.
Starting Date: Immediately
Salary: Salary commensurate with qualifications, skills, and experience

The Emory Fellowship (a United Methodist congregation) is seeking a part-time Director of Music and Worship to grow Emory's Music Ministry for the glory of God. Emory seeks to be a REAL church for real people that leads people to WHOLE lives; that is, lives that are Well physically, Healed emotionally, Obedient spiritually, Loved unconditionally and Empowered financially. We are a diverse (20 different nationalities), predominantly Black congregation with a history of excellent, spirit-filled, enthusiastic worship.

The Director of Music and Worship is responsible for designing, developing, and implementing a vision for leading the church in powerful, engaging worship. The successful candidate will have the skills necessary to lead music equally well by themselves and with others; the candidate should be a skilled vocalist, play keyboard, and have evidence of building strong musical ensembles.

The Director of Music and Worship will report to the Lead Pastor and work together to provide meaningful worship experiences with the Worship Design, Development and Delivery Teams.

Key Responsibilities

- 1. Steward the time, treasure and talent of the Music Ministry for excellence and maximum worship impact.**
 - Lead and/or participate in Worship Development Team meetings with the Lead Pastor so that worship experiences are relevant, creative, and thematic.
 - Develop a clear recruiting and on-boarding process and equip all those involved in the ministry to lead worship through music.
 - Conduct effective rehearsals.
 - Lead weekly music staff meetings.
 - Create timely and written schedules for all ensembles and clearly communicate expectations in a way that builds morale.
 - Develop and manage the Music Ministry budget in conjunction with Staff-Parish Relations Committee (SPRC) and Finance teams.
 - Oversee and coordinate with Sound Ministry and all related technical aspects of service to ensure a powerful and complete worship experience.
 - Producing music for worship with musicians and other members of the music ministry virtually by working with musical recording technology such as DAW and the church tech team to get this accomplished for Sunday service and other church events.

- 2. Recruit and coach existing and potential ministry leaders to bring out their best.**
 - Provide pastoral care for members of the team, including other worship leaders and musicians.
 - Look for high-potential musicians/leaders in the pews, coming out of Emory's new member orientation program (1st Step) and through jam sessions.
 - Coach and supervise all paid & unpaid Music Ministry staff.
 - Responsible for the development and support of all musical ensembles which will reflect the diversity of the congregation.
 - Connect leaders with appropriate training activities.

3. **Arrange, select, and teach music that reflects the diversity within the congregation and community while cultivating a recognizable Emory sound that supports thematic worship.**
 - Prepare music that conveys the rich traditions of our faith and context while maintaining a cohesive sound. We draw on spirituals, hymns, contemporary worship music and gospel choir arrangements.
 - Ensure lyrics and song selections are received at least two weeks ahead of when they will be sung in worship to allow for adequate preparation and execution.
4. **Proactively ensure that all events on the church calendar and any special programs have appropriate musical coverage.**
 - Plan for upcoming events that might require music (e.g., funerals, weddings, summits, etc.)
 - Create a pool of musicians and ensembles that might serve as a resource for special programs

Personal and Professional Qualifications

- Mature, committed walk with Jesus. The ideal candidate maintains personal spiritual development through Bible reading, prayer, and Christian community and is committed to deepening their discipleship and ongoing leadership growth. Possesses a strong self-disciplined character.
- Skilled vocalist and musician (Must be proficient with the piano/keyboard/organ and playing by ear). Ability to or proficiency in reading music. Leads songs, encourages, engages, and exhorts the congregation in worship. Delivers excellence on a consistent basis.
- Technologically capable of producing worship with musicians virtually. Understands and has a working knowledge of DAW and musical recording technology. Can work well with tech team.
- Strong interpersonal skills and savvy. The ideal candidate conducts him/ herself in such a way that unity and harmony among stakeholders in the congregation are maintained. Personable, approachable, energetic, confident, teachable, speaks with conviction.
- Is a self-starter; has a strong work ethic. Willing to go the “extra mile.”

Bonus Qualification

- Bachelor's degree in a music discipline (or a minimum of a few years of musical training at an institution of higher learning) with coursework in vocal coaching, music theory, arranging and conducting.

Time required to fulfill these responsibilities: 20 to 30 hours per week.

Accountability:

The Director of Music and Worship is hired by Staff-Parish Relations Committee (SPRC), supervised by the Lead Pastor and facilitates the Worship Development Team. S/he meets weekly with their supervisor and annually with the SPRC for a formal performance review with the lead pastor and with input from the teams.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The church has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

Please submit your resume and/or any questions to recruitment@emoryfellowship.org.

For more information on The Emory Fellowship, visit www.emoryfellowship.org.

Please contact Paula Chandler at (202) 494-9019 if you have any problems with the submission of your resume.