



SALEM UNITED BRETHREN
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February 12, 2019

Dear potential applicant,

We are delighted that you are considering applying for the Director of Worship position at Salem United Brethren Church.

Please read the following position description and if it seems like a role you are qualified for and are interested in applying for, email a cover letter and resume (PDF format preferred) to me (jason@salemub.org) by March 15, 2019.

Thank you and God bless!

Pastor Jason

4349 Letterkenny Road
Chambersburg, PA 17201
717-263-4123
www.salemub.org

Salem United Brethren Church

Director of Worship Position Description

Role Description

In anticipation that Salem U.B. Church will likely be relocating to Northpointe Business Center (1.5 miles from current location) in about a year, a facility where we trust God will enhance our ability to reach people without a home church, we have re-evaluated the needs of our worship ministry and a newly revised Director of Worship position has become available.

The Director of Worship is to work closely with the pastor to lead the church on a journey whereby over time its members become more able to experience the presence of God during times of communal worship. This involves planning weekly traditional and contemporary worship services that allow those present to draw close to the Lord, be touched by His Spirit and hear from His Word. During the contemporary worship service, the Director of Worship is to be a lead worshiper who is both experiencing the presence of the Lord and aware of the congregation so he or she can act as a conduit through which people are able to experience God's presence and draw closer to Him. He or she is also to direct a team of musicians who lead worship at Salem's contemporary service and to oversee the worship ministry at Salem as a whole.

This is a part-time, salaried position (20k/year) requiring an average of 20-25 hours of work per week. Hours are flexible and many may be completed offsite. However, hours are to include regularly scheduled weekly meetings with the pastor, worship team rehearsals, and being the lead worshiper during the contemporary (11am) worship service on most Sundays. The employee may take up to four Sundays each year away from worship-leading responsibilities, though preparation work may still be required in advance of those Sundays.

The church anticipates that with the move to Northpointe, additional responsibilities with regards to worship will be required and additional funds will be available so that the Director of Worship position may transition to a full-time position. If the person hired under the part-time position is doing a good job and has a desire to fill a full-time position, it will be offered to him or her first.

Required Tasks

- Single-handedly lead contemporary worship on lead instrument and with vocals when other musicians are not available
- Work closely with the pastor to develop the vision of Salem's worship ministry
- With pastoral collaboration, plan weekly traditional and contemporary worship experiences using creative elements and spoken bridges to draw congregational worship into a time of purposeful attention toward God
- Work with Salem's musicians where they are at and coach them both in skill improvement and the ability to worship God while singing or playing their instrument

- Recruit musicians for worship team from within the church and, if necessary, work with worship directors from area churches to identify under-utilized talent and use them at Salem to supplement the team of Salem's musicians
- Develop worship team musicians into competent worship leaders (when possible) through skill coaching and personal example
- Select worship songs for the weekly contemporary service and provide the music to worship team musicians
- Conduct weekly worship team rehearsals
- Create slides of song lyrics for both worship services each week
- Collaborate with the pastor to plan special worship services for holidays
- Evaluate musicians and select appropriate ones to provide special music pieces for use in worship
- Work with the director of Salem's Audio/Visual ministry to provide appropriate audio-visual support for worship services
- Pursue opportunities for personal and professional growth via training workshops, seminars, etc. Costs will be covered by the church upon prior approval of the event or program
- Work with Salem's finance director to set and stay within the yearly worship ministry budget
- If available and willing, may also assist with establishing a team of teen musicians to lead worship in youth group settings

Required Qualifications

- A personal relationship with God through faith in Jesus Christ
- Agreement with and commitment to live according to the Discipline of the Church of the United Brethren in Christ, U.S.A., specifically Parts I, II & VIII. See www.ub.org/discipline/
- Pass mandatory background checks required by the state of Pennsylvania for those who work with minors on a consistent basis
- A passion for connecting oneself and others with God through worship
- Proven ability to bring a congregation into the presence of the Lord through music, spoken bridges between songs, prayer & scripture
- Strong personal musicality both on a lead instrument and vocally
- Proven ability to direct a group of musicians to provide music for worship experiences
- Good interpersonal communication skills
- Spiritually mature and continuing to grow
- Self-disciplined
- Possessing a teachable spirit
- Ability to receive feedback from the congregation without taking personal offense
- Familiarity with best practices and components of traditional and contemporary worship
- Ability to assess the value of particular traditional and contemporary worship songs and practices and utilize them appropriately in worship experiences