



POSITION: CONTEMPORARY WORSHIP ASSOCIATE & MEDIA COORDINATOR

REPORTS TO: Director of Worship and Arts

JOB CLASSIFICATION: Full-time; Salaried – Exempt

HOURS: Hours will vary from week to week but should average 40 hours per week. *Must be flexible and schedule work hours based upon the needs of the Church.*

JOB RESPONSIBILITIES: The Associate shall fulfill the role of primary worship leader for 10:55 Connect service and youth praise band. Associate shall also oversee A/V and media production ministries. Responsibilities include but are not limited to:

Worship

- Partners with Director to enhance all aspects of worship and arts in all services at WCUMC;
- Partners with Connect musicians in the planning and leading of the 10:55 Connect worship service—includes rehearsals, input into Planning Center and Pro Presenter, facilitating A/V media, etc.;
- Recruits, coordinates, and schedules Connect musicians;
- Responsible for planning and preparing up to 2 contemporary concerts per year;
- Attends weekly staff meetings (held every Monday);
- Attends Worship Council meetings (held every other month);
- Attends long-range planning meetings as needed;
- Attends the 7:15am Sunday morning meetings with Pastors and worship staff;
- Provides contemporary music at funerals and weddings when requested (weddings for additional compensation);

Youth

- Provides music and leads worship for Sunday night youth meetings;
- Develops and leads a youth praise band—includes necessary planning, practice, and recruiting;
- Partners with youth musicians to develop their skills;
- Attends two youth mission trips and two youth retreats per year to facilitate worship;

Audio/Video

- Responsible for providing A/V support for all events of WCUMC that require it, including, but not limited to: all worship services, special services (such as Easter week and Christmas Eve), musical productions, concerts, etc.;
- Responsible for the A/V and recording of weddings (for additional compensation) and funerals (the coordinator may schedule this through volunteers or available church staff);



- Develops and trains a strong team of A/V volunteers for all services—recruiting, encouraging, scheduling;
- Develops an understanding of all technical equipment and their functions;
- Communicates immediately with the supervisor when there are equipment issues;
- Responsible for maintaining adequate supplies for all equipment (batteries, CDs, DVDs, etc.);

Media Production

- Responsible for creating video content in support of various ministries at WCUMC, including sermon intro videos, slideshows, event promos, etc.;
- Responsible for facilitating social media opportunities, e.g., Facebook Live, Instagram Stories;
- Job description is subject to change based upon the needs of the church.

QUALIFICATIONS:

- Experience in leading contemporary worship;
- Strong musical abilities, both performing and teaching;
- Strong interpersonal skills and the ability to deal with a diverse range of people;
- Experience in coordinating projects and managing volunteers (paid or unpaid);
- Works well with a team, both staff and laity;
- Commitment to excellence;
- Ability to manage stressful situations;
- Capacity to encourage and motivate others;
- Good organizational skills and the ability to manage a variety of tasks;
- Self-educator, able to learn new equipment/software.