



Job Description

Job Title: Music Ministry Positions (Choir and/or Praise Band Leader)

Reports To: Senior Pastor, responsible to Staff-Parrish Committee

Status: Part-Time, Non Exempt, Hourly 6 hours a week

Location: Gilbert, Arizona

Pay: \$40 hour

Benefits: Refer to Personnel Handbook for Benefits and Vacation

First United Methodist Church of Gilbert is a warm, inclusive and welcoming, multi-generational congregation with a heart for service and a commitment to inclusive worship. Located in the East Valley of the Phoenix metro area, we are looking toward the future with hope and imagination.

Position Summary

The Music Ministry of First Gilbert includes a thirty-voice choir, praise band, organ and piano, and occasional handbells and other ensembles. First service features traditional hymns and songs, and second service is a blend of traditional hymns and songs and praise music. Choir sings in both services. Praise band only leads in the second service. During the summer, it is common to move to one blended service.

In December there is a Cantata and the Choir provides music for all special evenings church services including Ash Wednesday, Maundy Thursday, Good Friday, Easter, Christmas Cantata, and Christmas Eve.

Regular Hours:

- Sundays: 9:00 a.m. – 11:00 a.m. (worship service and preparation)
- Wednesdays: 2 hours (while choir is in session)
- Additional Hours: Up to 2 additional hours per week may be used for music selection, special rehearsals, or preparation, with prior approval from your supervisor.
- During the summer choir adjourns. There may be reduced hours or the option of arranging small singing groups.

Organizational Relationships

- Report to Senior Pastor, Responsible to Staff-Parish Committee
- Coordinate with Organist/Accompanist, Praise Band Musicians/Singers, A.V. Ministry, any additional choirs or ensembles, and guest musicians and lay musicians
- Recruit volunteers for all music ministry
- Work in cooperation with ushers, greeters and hospitality, liturgists, communion preparers, and other volunteers.

Overall Functions, Duties, and Responsibilities

Chancel Choir (up to 8 hours, with additional for seasonal events. Choir generally recesses during summer months)

- Lead Chancel Choir on Sunday mornings and at practice on Wednesday nights and for special events including Ash Wednesday, Maundy Thursday, Good Friday, Easter, Christmas Cantata, and Christmas Eve.
- Select, purchase, distribute and prepare anthems and other choral music.
- Communicate with Choir members about rehearsals and upcoming music.
- Work with the Senior Pastor, Associate Pastor and special guests as needed to prepare and review bulletins and media.
- Prepare special musical presentations throughout the year for holidays, musical events, cantatas, and liturgical seasons.
- Coordinate with instrumentalists and volunteers.

Praise Band Leader, Special Music and Ensembles (up to 6 hours, Voice Leadership and Guitar preferred)

- Recruit, train and schedule volunteers or guest musicians for participation in worship.
- Schedule and run adequate rehearsal schedule.
- Select and make copies of music for praise band.
- Use CCLI SongSelect to select and prepare music.
- Prepare special musical presentations throughout the year for holidays, musical events, cantatas, and liturgical seasons.

Skills Qualifications

- A passion and the ability to lead and animate a wide variety of worship styles.
- Education in general music with study in choral music and praise music preferred.
- At least three years of experience as a band and worship leader in praise band setting.
- Experience recruiting, training, motivating, and directing
- Experience and knowledge of traditional, hymnal, and praise music with good sight-reading skills.
- Ability to select music suitable and appropriate to enhance the worship services.
- Experience managing staff and volunteers in a professional, supportive manner.

Spiritual and Community Expectations

- Maintain a personal and growing relationship with Christ. Must embrace Christian discipline and United Methodist doctrine and theology.
- Be an active participant in the life of this church community.
- Pass training and uphold the standards of the Safe Gathering Policy.
- Exhibit a spirit of hospitality, inclusiveness, and servant leadership consistent with United Methodist Church principles and beliefs.

- Respect the diversity of perspectives within the United Methodist Church within a Christian community.
- Ability to communicate in person, electronically, and in writing on a regular and timely basis.
- Participate in Staff and Committee meetings as assigned.

Work Schedule and Environment

- Work takes place in a professional office and church setting.
- Required work scheduling on Sundays, Evening meetings, and events on or around church holidays as scheduled.