

**The Gathering at Scott Memorial UMC**  
**409 First Colonial Rd. Virginia Beach VA 23454**

**JOB DESCRIPTION as of AUGUST 26, 2026**

|                                   |                                                                |                                              |                                  |
|-----------------------------------|----------------------------------------------------------------|----------------------------------------------|----------------------------------|
| <b>Job Title:</b>                 | <b>Contemporary Worship Leader</b>                             | <b>Position Type:</b>                        | Part Time                        |
| <b>Standard Background Check:</b> | Required                                                       | <b>Direct Supervisor:</b>                    | Lead Pastor                      |
| <b>Location:</b>                  | The Gathering at Scott Memorial UMC<br>409 First Colonial Road | <b>Final Oversight:</b>                      | Lead Pastor and Leadership Board |
| <b>Level/Salary Range:</b>        | 10-15 Hours a week /<br>\$27-30/hourly                         | <b>Medical/Dental/<br/>Pension Provided:</b> | None                             |

**Website: [gatheratscott.com](http://gatheratscott.com) | Phone: 757428-3720 | Email: [office@gatheratscott.com](mailto:office@gatheratscott.com)**

**ABOUT THE GATHERING @ SCOTT MEMORIAL**

The Gathering at Scott Memorial UMC is a welcoming and inclusive United Methodist congregation committed to gathering with God to feed the body, mind, and spirit while being Christ's hands and feet in our community. Our life together is shaped by three core values: **Gather. Grow. Love.**

We are a smaller, relational congregation with a heart for worship, service, and our community. Our worship blends contemporary music with the richness of the Christian tradition, including prayer, Scripture, preaching, traditional hymns and spirituals, and weekly Holy Communion. We value worship that is warm, participatory, creative, and accessible to people of different ages, backgrounds, and experiences.

The Contemporary Worship Leader is not simply responsible for providing music, but for partnering with the pastor, musicians, and congregation to help create meaningful worship that draws people together, nurtures discipleship, and helps us encounter God. Learn more about us at [gatheratscott.com](http://gatheratscott.com)

**ROLE AND RESPONSIBILITIES**

1. Partner with Lead Pastor to lead Sunday morning worship services with warmth and authenticity rather than simply perform music.
2. Willingness to learn and work within the worship practices and theology of the United Methodist tradition.
3. Lead seasonal services that include Christmas Eve, Holy Week, and special services as needed.
4. Attend staff meetings (as-needed).
5. Work with Lead Pastor(s) to plan out music/worship plans at least a month in advance.
6. Organize a musician rotation so those involved are able to maintain a healthy balance of participation and involvement in worship services.
7. Ability to work collaboratively with musicians of varying skill and experience levels; recruit, encourage, and train singers, soloists, instrumentalists, and other musicians.
8. Communicate weekly with band members the songs for the upcoming week, including appropriate attachments and links for rehearsal.
9. Schedule rehearsals of adequate length to prepare musicians for Sunday worship, which also includes a short devotional/prayer time to encourage discipleship.
10. Introduce new music thoughtfully while honoring music that is meaningful to the existing congregation.

11. Work with Lead Pastor(s) to develop a worship setup schedule for Sunday mornings to ensure adequate preparation time before worship services begin.
12. Prepare slides and media for Sunday morning services using Pro Presenter as requested by Lead Pastor(s).
13. Work with Sound and Video Tech(s) for Sunday morning services and special services as needed.
14. Meet regularly with Lead Pastor and other worship leaders as need to plan worship service in advance.
15. Develop new arrangements of traditional hymns/spirituals to deepen the liturgical life of the church.
16. Coordinate with appropriate teams to foster youth participation in worship and special events.
17. Maintain a yearly budget and create goals and plans for each calendar year.
18. Arrange appropriate substitute worship leadership and prepare necessary worship materials for planned Sundays away, in coordination with the Lead Pastor.

### **QUALIFICATIONS/SKILLS**

1. Strong musical background.
2. Ability to select music that supports Scripture, sermon themes, and the overall movement of worship.
3. Strong work ethic in working with musicians and singers in leading rehearsals and worship services.
4. Excellent communication, reliability and punctuality.” And “Ability to work independently.
5. Basic understanding of audio/visual equipment and uses.
6. Ability to use Planning Center for scheduling and familiarity with ProPresenter.
7. Complete understanding of the Christian Copyright Licensing license for use of all music.
8. Affirm the core values and purpose of The Gathering at Scott Memorial UMC as a congregation of the United Methodist Church and be a positive team player with other staff.

### **TIME OFF**

The Worship Leader may be away for up to four planned Sundays per calendar year. Vacation dates must be coordinated in advance with the Lead Pastor to ensure that the Worship Leader and Lead Pastor are not away on the same Sunday. Planned time off will only be approved for major church holidays and seasons, including Advent, Christmas Eve, Holy Week, Easter, and Pentecost made at least six months in advance and by rare exception. Unpaid sick leave is available in accordance with church personnel policies.

**This position description may be reviewed and updated as needed by the Pastor and Leadership Board.**

### **TO APPLY**

Please submit:

- A brief letter or email describing your interest in the position and your approach to leading worship
- A résumé outlining relevant musical, worship leadership, and ministry experience
- Links to one or two videos or recordings demonstrating your musical and worship-leading abilities
- Contact information for two professional or ministry references

Applications may be emailed to Devon Blair at [pastor@gatheratscott.com](mailto:pastor@gatheratscott.com) with “Contemporary Worship Leader Application” in the subject line. Applications will be reviewed as they are received and accepted until the position is filled.