

Sanctuary Worship Director

First United Methodist Church of Toms River

(25 hours/week)

The Sanctuary Worship Director (SWD) at First United Methodist Church is a Christian who cultivates a space of authentic and engaging Christian worship in a style that effectively and dynamically connects the congregation together with Christ through music at our Sanctuary worship services.

The SWD will:

1. Report and be directly responsible to the Senior Pastor (SP).
2. Prepare and provide (and/or oversee) music for the sanctuary worship service each Sunday in consultation with the appropriate pastor.
3. Prepare and provide music for additional worship services during the year, including but not limited to: Ash Wednesday, Holy Thursday, Good Friday, Easter, Christmas Eve.
4. Recruit, train, equip, direct and supervise paid musicians and other personnel hired to assist in the worship ministry of the First Church.
5. Direct the Sanctuary Choir in rehearsals and worship services.
6. Direct and/or oversee the Childrens' Choir program (rehearsals & worship services), including recruiting & equipping choir members and volunteer adult staff. The Childrens' Choirs will also sing regularly at Sunday Family Life Center services at the discretion of the senior pastor.
7. Direct and/or oversee the Bell Choir (rehearsals & worship services), including recruiting & equipping choir members and volunteer staff.
8. Schedule substitute musicians (when the SWD is absent from worship). The music ministry budget should provide for the payment of substitutes for vacations, sick days, and continuing education days.
9. Maintain a regular schedule of rehearsals for all musical groups in SWD's area of responsibility.
10. Prepare and present to the finance committee an annual budget request for the music/worship ministry.
11. Prepare and present to the Staff-Parish Relations Committee any requests for additional music/worship staffing.
12. Maintain and expand the music library in an orderly fashion and within the budget.
13. Maintain First Church's copyright license and ensure that the church honors all applicable copyright laws and obtains required permission prior to reproduction of any copyrighted music materials. The license fee should be provided for in the music budget. The SWD will

not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose First Church to liability for penalties under existing or future copyright laws.

14. Maintain all sanctuary related musical instruments of First Church. The SWD will notify the Trustees when repairs/replacements are needed on any musical or technological equipment in his/her area of responsibility. The SWD will honor the policy on the use of instruments owned by First Church.
15. Maintain choir robes and other worship regalia as needed.
16. Attend all pastoral staff meetings.
17. Provide music at weddings (in accordance with the wedding brochure). The SWD has the right of first refusal. The SWD will be compensated by a third party for this service.
18. Provide music at funerals and memorial services. The SWD has the right of first refusal. The SWD will be compensated by a third party for this service.
19. The SWD will follow the Safe Sanctuaries Policy of First Church.
20. Take oversight of any function consistent with the music/worship ministry (that is not listed above) in consultation with the senior pastor.
21. The SWD will give First Church forty-five days advanced notice if he/she intends to terminate the contract.

Qualifications:

The SWD must be a skilled musician who is adept at leading a congregation in worship on organ¹ and piano by drawing them into a spirit of worship. He/She must be a team player with excellent people skills, capable of providing a pastoral presence, and able to connect to the congregation relationally and pastorally. The SWD is also expected to work closely with the Family Life Center Worship Director & the pastoral staff in a manner that unites the two worship experiences in First Church's mission of Belonging to the family, Believing the Gospel, and Becoming like Jesus.

A Bachelor Degree in Music (B.M.) is preferred.

¹ The Sanctuary Organ is: a two manual Schantz with 24 ranks and 1447 pipes; a speaking façade on the swell and great chambers; four memories and standard couplers with six divisionals on swell; five divisionals on great; swell expression pedal; crescendo pedal; and six general toe studs.