**Director of FEC Worship**

*Mission Statement*

Purpose:  The purpose of the Director of FEC Worship is to foster transformation in Christ by creating a culture of vital, engaging worship through traditional worship experiences

Primary Responsibilities

1. Work with the Director of worship to design traditional worship services.
2. Lead Worship Planning Meetings for FEC worship services
3. Lead, recruit and direct the Chancel Choir for traditional worship services. The Choir season runs late August through mid-June.
4. Lead, recruit, and direct the Bell Choir for traditional worship services.
5. Supervise the organist.
6. Serve on the staff Worship Team and attend meetings led by the Director of Worship.
7. Support leadership for special worship services as requested.  Special worship services include (but are not limited to) e.g., Ash Wednesday, Holy Thursday, Good Friday, Christmas Eve, etc.
8. Serve as a spiritual leader to those involved in the FEC worship ministry and mentor others to serve as leaders in the worship ministry.
9. The person serving in this position is also responsible to maintain high moral integrity and invest in their own spiritual growth.
10. Provide administrative support for the planning and execution of FEC services.

 a. Update Planning Center

 b. Responsible for communicating regarding worship plans

 c. Create the preaching and FEC worship leader schedule

11. Recruit and equip congregants to be involved in traditional worship services as hosts, greeters, scripture readers, etc.

12. Attend worship meetings gatherings as called by the Director of Worship

13. Recruit, train, and lead the following teams for traditional worship

 a. Communion prep

 b. Altar care/FEC

 c. Online hosts

14. Purchase and organize worship supplies (gluten free wafers, palm crosses, special elements for special services, etc)

15. Monitor the worship budget for traditional services and process vouchers

16. Process copy right matters related to music

17. Perform other tasks as assigned by Director of Worship

Details

1. The position is 25 hours per week.
2. The position is given 4 Sundays “off” per year.
3. Compensation is reviewed and recommended to the Lead Council on a yearly basis.
4. Position benefits, procedures, etc. to be done in accordance with the Church’s Employee Handbook (The Handbook is to be reviewed with verification signed and returned to the supervisor.)
5. Safe Sanctuary Clearances must be received on all employees prior to beginning employment.
6. Supervisor is the Director of Worship.
7. All job descriptions are subject to change.

**Core Competencies**

**Heart For Worship**: Carries a deep passion to connect people with an experience of God through traditional worship. In an effort to foster worship is willing to creatively explore new elements and ways of worshipping God with the congregation.

**Well-Rounded Musical Orientation:** Has the ability to relate to organist, singing needs of the congregation, leading the singing choir and bell choir, and fostering special musical instrumentation.

**Helping Orientation:**Demonstrates concern for and attends to the needs of the

congregation’s internal and external constituents ; projects a sense of empathy and

understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others finds satisfying.

**Attention to Detail:**Consistently attends to the many small pieces which must be

assembled into an organized whole; follows up on missing or out of balance items;

resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Interpersonal Skills**: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the

congregation; builds appropriate rapport; considers the impact of his/her actions on

others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Organizational Knowledge:**Knowledgeable about how congregational

communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers are and plans his/her approach accordingly.

*Revised 010/20/20*