

Worship Arts and Technology Coordinator

Cornerstone United Methodist Church

41W170 Russell Road Elgin, IL 60124

Job Description:

The Worship Arts Coordinator is a salaried position and is responsible for the implementation, administration, and oversight of all worship arts at Cornerstone UMC; this includes music, arts, set design, technology, staffing, visioning, goal setting, planning, and execution.

The Worship Arts Coordinator supports and enhances the worship life of the congregation and the ministry of music.

The Purpose of this position is to provide leadership that grows and multiplies the worship ministry of Cornerstone UMC through the worship arts. The successful candidate will be able to create, in cooperation with and under the direction of the Senior Pastor, worship experiences and ministry opportunities that bring people into the presence of God to be transformed by the beauty of worshipping God.

Personal Qualifications and Expectations:

1. Must display a vital personal faith in Jesus as their Lord and Savior across all areas of their life.
2. Have an outgoing personality that engages people with their passion for the mission, vision, and values of Cornerstone UMC and the United Methodist Church.
3. Must have a working knowledge of Wesleyan Theology or an openness to being guided in an understanding of Wesleyan Theology.
4. Needs to be a team player with good communications skills who will serve as an effective member of the church staff and Cornerstone UMC community.
5. Able to take direction and accept suggestions/feedback from the Senior Pastor and other leadership.
6. Qualified to recruit, lead, direct and equip teams of instrumentalists, vocalists and technicians of diverse ages and backgrounds in a variety of musical genres. Able to provide the direction and tools needed for effective worship rehearsals and worship experiences on Sunday morning and scheduled special services/events throughout the year.
7. Utilize a variety of creative arts such as music, drama, dance, poetry, and visual arts to enhance the worship experience.
8. Provide or assist in preparing and performing music for weddings and funerals.
9. Qualified to understand or learn to understand and support the maintenance of audio/visual technology used in worship, overseeing, and troubleshooting with technology teams.
10. Join staff and church leadership in creating a discipleship movement that impacts the region by equipping and empowering everyday people through worship arts who then equip and empower others to be and live like Jesus.

Primary Responsibilities and Duties:

1. Develop a comprehensive worship arts program of volunteers in music and technology that embraces the broader vision advanced by the Senior Pastor.
2. Develop with the Senior Pastor a Worship Arts Team that implements the Senior Pastor's vision and create dynamic and effective worship experiences to create disciples for Jesus Christ.
3. Select, rehearse, and conduct music for a diverse community of musicians of varying experience in various musical groups to support the worship arts. Help people develop and hone their gifts.
4. Coordinate and oversee live-streaming, recordings, and social media postings of worship to reach our online congregation and beyond.
5. Work with the Pastor(s) and designated lay leaders, as appropriate, to set annual goals for the development of worship arts and worship art teams.
6. Attend planning sessions with pastors, staff, and lay leaders to plan service music, drama, set design, and projection. Planning Center and Pro-Presenter are two of the main software platforms utilized at this time to support this. Utilize other media arts tools as necessary.
7. Attend Ministry Council meetings, currently held on the third Monday of each month at 7pm.
8. Meet at least annually, or when invited for evaluation and conversation, with the Staff Parrish Relations Committee.
9. Develop and manage the budget of the Worship Arts Department.
10. Develop or oversee the use of educational opportunities for musicians, vocalists, and technicians to grow in their skills and abilities to lead in worship arts.
11. Oversee and manage church copyright compliance.
12. Oversee worship arts subscriptions.
13. Oversee maintenance of equipment.
14. Oversee the cataloging and organization of music, equipment, and storage spaces used for Worship Arts.
15. Stay current on evolving music, technology, and trends.
16. Coordinate time off as needed for personal needs and self-care with the Senior Pastor and the chair of SPRC.

Evaluation and Compensation:

The Worship Arts Coordinator reports to the Senior Pastor and the Staff Parrish Relations Committee and will receive performance and compensation reviews by the Senior Pastor and Staff Parrish Relations Committee.

Please send resumes or questions to personnel@umc-cornerstone.org.