Job Description
Director of Traditional Worship and the Arts
St. Luke’s United Methodist Church
Indianapolis, IN
www.stlukesumc.com

ORGANIZATIONAL OVERVIEW

St. Luke’s UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The United Methodist Church states, “The mission of the Church is to make disciples of Jesus Christ for the transformation of the world.” At St. Luke’s we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are called to: Worship God with all our heart, Connect with others with all our soul and mind, Serve the world with all our strength. St. Luke’s is intentionally striving to be economically diverse, multi-racial and welcoming to LGBTQ people.

POSITION OVERVIEW

The Director of Traditional Worship and the Arts is responsible for all aspects of a multi-faceted music and worship ministry. The director will work closely with the Senior Leadership Staff and committees and teams in the worship area to oversee all aspects of the traditional worship life of the church. The director’s work will be guided by the goals of increasing worship attendance and participation in music and worship ministries. This person will direct the Chancel Choir while supervising and supporting both paid staff and volunteer directors of instrumental and vocal ensembles. This position reports to the Executive Pastor and works closely with the Senior Pastor in the planning of worship.

RESPONSIBILITIES

Performance:

- Coordinates the worship planning process for weekly traditional worship, Taize Contemplative service, church-wide worship events, and provides support needed to other ministries planning special worship opportunities.
- Directs the ministry of the 140-voice Chancel Choir providing spiritual leadership to participants in the ministry, and helps to interpret musical meaning and depth to musicians and congregation.
• Leads recruiting efforts for all choirs, hand bells, children’s choirs, instrumentalists, ensembles, and guests musicians.

• Plans, prepares, and implements the music for all traditional and many special services of worship in consultation with the Senior Pastor and Executive Pastor, incorporating a diversity of genres, styles, and instrumentation into worship services.
• Collaborates with the Senior Pastor to integrate music and worship arts with the worship services and sermon themes.

Outreach:

• Plans and conducts at least one major musical performance annually along with a Christmas musical event, with the focus of creating “invitational opportunities” to share our gifts with the broader community.
• Develops additional funding sources for special musical programs as needed.
• Networks with other colleagues, established and emerging composers, local musicians, and colleges in the community and regularly incorporates outside groups into the worship services.
• Schedules rehearsals, retreats, and continuing education as appropriate for each choir/ensembles.
• Develops a program to continually grow and improve the music ministry.

Administrative:

• Serves as administrator (with the help of a full-time paid assistant) for the music and worship arts programs including budget development and oversight, personnel management and supervision, and maintenance of musical instruments.
• Provides staff support for boards and committees related to the music and arts ministries of the congregation and collaborates on integrative projects with other boards and ministries.
• Actively participates in weekly staff meetings and provides appropriate schedules of weekly music activities.
• Organizes and expands the music library and ensures all copyright permissions are in place.
• Develops future music programs inclusive of, but not limited to: additional choirs, youth choir, in-house ensembles, and various concerts.
• Works independently and as part of the Church Staff and lay leadership “teams” to accomplish both routine tasks and special projects/events; supports St. Luke’s mission and vision; and performs tasks in a manner consistent with standards of professional practice (including but not limited to) confidentiality, strong work ethic, self-directed work activities, conflict management, and good communication.

QUALIFICATIONS

• Advanced degree in music or related field.
• Minimum of 5 years of experience with choral conducting and experience in sacred conducting in a large church setting.
• Proficiency and experience in choral and instrumental conducting.
• Experience in church music that encompasses diverse cultures, faith traditions, and musical styles.
• Proficiency and experience in playing both organ and piano accompaniment preferred.
• Proficiency and experience in composition and arranging preferred.
• An overall understanding and appreciation of the Fine Arts.
• Demonstrated understanding of membership/volunteer organization structure and operation.
• Demonstrated ability to multi-task and prioritize duties.
• Has a clear call to ministry, theological alignment with St. Luke’s vision, and a desire to carry out the mission of St. Luke’s UMC.
• Outgoing, friendly personality with a sense of humor.
• Strong written and verbal communication; good “customer service.”