

JOB POSTINGS

June 6, 2022

The First United Methodist Church of Frankfort, Ky. (info at: fumcfrankfort.org) is seeking to hire two talented and motivated individuals to fill two staff positions in the music ministry of our congregation, as soon as possible.

Each individual will work collaboratively as part of a unified team of clergy, staff, and church members, seeking to rebuild a bigger and stronger presence and mission of the Church in Frankfort as we emerge from the pandemic.

Individuals seeking to apply for either posting should send a cover letter referencing the particular posting, and a detailed resume, to:

**Church Staff Applications
First UMC Frankfort
211 Washington ST
Frankfort, KY 40601**

The two job postings are below. They will be published June 6, 2022 and will remain open until filled. Questions may be directed via email to Eric Kennedy, Staff/Parish Relations Committee Chairperson, at ekch83@hotmail.com.

Posting #2022-1: Director of Music and Worship

Full-time, approx. 30 hours/week. Open until filled, beginning June 6, 2022.

Duties and Responsibilities

The person in this position will be the overall leader of the music ministry of the church and will explicitly organize and lead the music and worship activities of the traditional worship services each week, including all scheduling, organization, planning and facilitation of individuals involved in the services. The person in this position will work under the direction of the Senior Pastor, who is the ultimate leader and manager of all church staff.

The ideal candidate for this position must possess a passion for music and worship. Interest in developing, sustaining, and administering a strong, healthy church music and worship program for all ages. He/she must be interested in working with adult, children, and youth choirs including handbells, soloists, instrumentalists, and other programs that relate to music and the arts. The Director of Music and Worship will have the following specific responsibilities. He/she may adapt the daily schedule and routine to ensure that these duties are effectively performed.

- He/she shall direct and/or supervise the choral ensembles at the church for various age levels. This includes children, youth, and adult vocal choirs. In addition, he/she will direct and/or supervise the instrumental ensembles of the church. This includes handbells and any instrumental ensembles put together for specific events or services.
- He/she shall ensure that appropriate music, both vocal and instrumental, is presented at each service of traditional worship. It is expected that the church offers the best possible music

program with our available resources. He/she will work with staff members to see that effective ministry and witness are proclaimed.

- He/she shall train and schedule volunteers to operate the sound, light, videography, and projection equipment for the traditional service, and be willing to enlist the help of multiple people within the church to fill the many roles needed in this capacity.
- He/she shall organize and present special musical programs throughout the year that feature the work of the choirs and/or talent from our congregation, generally correlating with special times in the liturgical year, such as Advent and Easter for example, for both traditional and contemporary services.
- He/she shall assemble and collaborate with a team of church members to see that the sanctuary and Asbury Hall are appropriately adorned for the various seasons of the church. Extra time and preparation is included for the Christmas and Easter celebrations.
- He/she shall be in charge of maintenance of the pipe organ, pianos, harpsichord, handbells, and other related musical instruments, plus sound/audio equipment, lights, projection equipment, and other presentation technologies. The Director recommends to the Trustees any needs pertaining to repairs, replacement, or other music supplies. The Director of Music and Worship is to keep the church council aware of needed additions of music instruments and supplies required to effectively carry out the ministry of music.
- He/she will be in charge of setting up committees when necessary to carry out the various programs of the music ministry.
- He/she may be asked to be involved with the Kentucky Conference and Frankfort District of the United Methodist Church. This can include music leadership and/or participation of one or more of the church choirs or ensembles.
- He/she may also serve on other church committees when deemed appropriate.
- He/she will function as the direct supervisor for the Director of Contemporary Worship. (The flow of responsibility is Senior Pastor -> Director of Music and Worship -> Director of Contemporary Worship.)
- He/she is expected to work with the Director of Contemporary Worship to create a cohesive music ministry for the church.
- He/she is expected to participate in contemporary worship services as requested (occasionally, not weekly).
- He/she will also carry out other duties as assigned by the Senior Pastor.

Work Schedule

A regular work schedule and office hours will be kept and clearly communicated with the Senior Pastor and administrative assistant. Availability for consultation with staff, church leaders, choir members, parents, etc., shall be on a regular basis. The music ministry requires a commitment to Christ and His church. As a full-time employee, an average of thirty (30) hours per week is expected. The weekly schedule may vary due to meetings, church events, and rehearsals.

Compensation

The salary and benefits of the Director of Music and Worship shall be commensurate with training and experience and shall be subject to final approval by the Staff/Parish Relations Committee of the church, pursuant to policy. Expected annual salary range is +/- \$45,000. Possible benefits may include health insurance premium reimbursement and retirement contributions.

Job Posting #2022-2: Director of Contemporary Worship
Part-time, approx. 10 hours/week. Open until filled, beginning June 6, 2022.

Duties and Responsibilities

The person in this position will organize and lead the music and worship activities of the contemporary worship service each week, including all scheduling, organization, planning, and facilitation of individuals involved in the services. The person in this position will work under the overall direction of the Director of Music and Worship, who is the overall leader of all music programs, and the Senior Pastor, who is the ultimate leader and manager of all church staff.

The ideal candidate for this position must possess a passion for music and worship. Interest in developing, sustaining, and administering a strong, healthy church music and worship program for all ages. He/she must be interested in working with adults, children, and youth to create an engaging, authentic modern worship service. The Director of Contemporary Worship will have the following specific responsibilities. He/she may adapt the daily schedule and routine to ensure that these duties are effectively performed.

- He/she will function under the supervision of the Director of Music and Worship. (The flow of responsibility is Senior Pastor -> Director of Music and Worship -> Director of Contemporary Worship.)
- He/she shall direct and/or supervise the praise bands for contemporary services at our church. This will include incorporating church members of all ages and applying their talents as needed for worship.
- He/she shall ensure that appropriate music, both vocal and instrumental, is presented at each service of contemporary worship. It is expected that the church offers the best possible music program with our available resources. He/she will work with staff members to see that effective ministry and witness are proclaimed.
- He/she shall train and schedule volunteers to operate the sound, light, videography, and projection equipment for the contemporary service, and be willing to enlist the help of multiple people within the church to fill the many roles needed in this capacity.
- He/she will report any maintenance needs or equipment/instrument requests to the Director of Music and Worship for consideration and processing.
- He/she will be in charge of setting up committees when necessary to carry out the various programs of the music ministry.
- He/she may also serve on other Church committees when deemed appropriate.
- He/she is expected to work with the Director of Music and Worship to create a cohesive music ministry for the church.
- He/she is expected to participate in traditional worship services as requested (occasionally, not weekly).
- He/she will also carry out other duties as assigned by Senior Pastor and/or Director of Music and Worship.

Work Schedule

A regular work schedule will be kept and clearly communicated with the Senior Pastor and administrative assistant. Availability for consultation with staff, church leaders, band members, parents,

etc., shall be on a regular basis. The music ministry requires a commitment to Christ and His church. As a part-time employee, an average of ten (10) hours per week is expected. The weekly schedule may vary due to meetings, church events, and rehearsals.

Compensation

The salary and benefits of the Director of Contemporary Worship shall be commensurate with training and experience and shall be subject to final approval by the Staff/Parish Relations Committee of the Church, pursuant to policy. Expected annual salary range is +/- \$10,000. As a part-time position, no other benefits are expected.

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