

Director of Music & Worship Ministries

Job Description

Southern Hills United Methodist Church

2026

Purpose

To create and guide a vibrant music and worship ministry of the church

Relationships

Report directly to the Senior Pastor.

Serve as staff liaison to the Worship Team.

Responsibilities

1. Coordinate and direct the music & worship ministry of the church.
2. Develop the weekly worship bulletin in collaboration with pastoral staff, and coordinate with Administrative Assistant to edit and print.
3. Work with musicians and instrumentalists to plan and execute worship services in collaboration with pastoral staff.
4. Coordinate music and worship personnel, paid and volunteer.
5. Develop and lead various ensembles and performance groups.
 - a. Chancel Choir
 - b. Ladies Only Vocal Ensemble (LOVE)
 - c. Mens Only Vocal Ensemble (MOVE)
 - d. Taize
6. Develop new music/worship groups as need arises.
7. Create, prepare, and implement special worship services throughout the year in collaboration with pastoral staff.
 - a. Advent
 - b. Christmas (including Festival of Christmas)
 - c. Lent
 - d. Easter
 - e. Possible additional seasonal music offerings
8. Work with ministerial staff to create thematic worship services.

9. Develop and supervise the Paul Evenson Choral Scholars program.
10. Collaborate with children and youth directors to provide opportunities to include all ages in worship services.
11. Coordinate with pastoral staff to create a vision for a contemporary Sunday Evening service, facilitating development and leadership.
12. Coordinate with pastors as needed for funerals and wedding services.
13. Provide oversight of the Worship Budget.
14. Provide oversight of special outside programs.
15. Organize and keep up the music library, including purchasing and cataloging new music.
16. Coordinate the maintenance and tuning of piano and organ.

Expectations

1. Maintain confidentiality and trust.
2. Be a person of Christian character.
3. Be open to continued personal and professional growth.
4. Maintain an appropriately clean and orderly work space.
5. Fulfill required Safe Sanctuary training requirements and pass a background check.
6. Attend all regularly scheduled and called staff meetings.
7. Serve on committees or teams as assigned by the Senior Pastor.

Qualifications

1. Bachelors of Music or equivalent (Masters preferred)
2. Experience in choral conducting required
3. Ability to facilitate and lead a wide variety of worship styles
4. Familiarity with Wesleyan theology and liturgy
5. Exhibit emotional intelligence and how to use that skill to navigate the work of the position
6. Willingness and excitement to work collaboratively and engage in ministry with various personality traits
7. Supportive and willing to work within the structure of United Methodist theology
8. Understanding of a growing desire in young adults for traditional worship that is rooted theologically and liturgically with the historical Church