



JOB DESCRIPTION

DIRECTOR OF SPANISH WORSHIP

The Director of Spanish Worship at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well and cultivate trust with other people in a growing congregation.

PURPOSE: The purpose of the Director of Spanish Worship is to provide leadership, support and management to the ministry of worship for the Spanish ministry of Custer Road UMC.

HOURS: The Director of Spanish Worship position will be governed by Custer Road UMC's Employee Handbook, and is an exempt part-time position. The expected time commitment will be 20-25 hours per week. Additional hours may be needed from time to time. This candidate will be expected to work on Sundays.

STAFF SUPERVISION: Reports to the Executive Minister.

MAJOR FUNCTIONS: In conformity with Custer Road's policies and procedures as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Know how to play keyboard or guitar.
- ◆ Update the annual ministry plan for the Spanish service praise band.
- ◆ Oversee and coordinate all aspects of the Spanish worship service:
 - Maintain up-to-date Planning Center with the order of services and send it to musicians a month in advance. Schedule musicians and AV volunteers through Planning Center. Add new musicians and teams to Planning Center.
 - Provide the necessary songs resources (music sheet, mp3, links) to all musicians prior to worship.
 - Organize and lead Sunday rehearsals, in addition to any other rehearsals necessary, and lead the pre-worship meeting.
 - Purchase new songs and create the lyrics, chart, sequence, and Pro-Presenter presentation for each service.
 - Be intentional in creating hospitable, relevant and creative Sunday experiences.
 - Work with Executive Minister to plan Sunday worship. This includes choosing songs and coordinating and preparing all aspects of worship, such as presentation slides, sermon props, and AV.
- ◆ Spot, recruit, train and enhance musicians, AV volunteers, and worship volunteers.
- ◆ Supervise and lead the praise band, the A/V team, and the worship volunteer team.
- ◆ Lead the hiring process for musicians and submit payment requests.
- ◆ Shepherd praise band and AV team members to help them develop a theology of worship and to provide team care and active communication.
- ◆ Submit the necessary Communications Requests for worship services.
- ◆ Record and edit Sunday video announcements.
- ◆ Upload Sunday sermon to YouTube.
- ◆ Attend weekly Staff and Worship meetings.
- ◆ Develop and monitor the annual budget for Spanish Worship Ministry.
- ◆ Any other additional duties as requested by the Executive Minister.

QUALIFICATION REQUIREMENTS:

- ◆ Must be a person of deep Christian faith and integrity.
- ◆ Minimum of a bachelor's degree or equivalent experience required.
- ◆ Five (5) years of worship leadership experience.
- ◆ Fluent in Spanish, both in written and spoken form. English basic level.
- ◆ Demonstrate effective personal, multitasking, creative, adaptable, organizational, and quality skills.
- ◆ Knowledgeable in basic aspects of ministry (teaching, connecting with people, planning, theology, Biblical knowledge).
- ◆ Administrative experience and proficiencies in Microsoft Office and Google Office Suite.
- ◆ Excellent verbal, written, digital and social media communication skills.
- ◆ Presence required on Sunday.

TOP REASONS TO WORK WITH US:

- ◆ This position plays a key role in a major project.
- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures.
- ◆ Ministry and professional growth.
- ◆ Great workplace and ministry environment.