

Job Description Location: Norwood United Methodist Church
2110 Merchant Drive
Knoxville, TN 37912

Title: Music & Youth Leader

Directly Reports To: Norwood UMC Staff/Pastor-Parish Relations Committee

Primary Work Direction Taken From: Norwood UMC Pastor

Job Purpose: This is a dual role position with the goals of 1) establishing a more meaningful worship service through music and 2) creating an encouraging environment for youth as they grow in faith and their walk with Christ. The Music & Youth Leader will also embrace Norwood UMC's mission statement: "Showing our neighbors that God is awesome."

Principal Accountabilities & Responsibilities:

Music Leader responsibilities include the following:

1. Lead music during 10AM worship service on Sunday mornings.
(NOTE: We currently have one Sunday service but would like to possibly add a second evening service in the future.)
2. Meet with choir for practice on Wednesday evenings at 7PM.
3. Participate in special worship services, as needed.
4. Help develop a type of blended service mixing traditional music with contemporary music.
5. Be proficient in guitar and/or piano.
6. Lead congregational singing.
7. Work with Pastor/choir/music team to determine weekly music selections.
8. Be a vital part of Norwood UMC's church life and mission.
9. Work closely with Pastor to determine the musical needs of Norwood UMC to enhance the worship service.

Youth Leader responsibilities include the following:

1. Lead time of growth for Youth one evening per week.
2. Be active in Sunday School and Sunday morning worship.
3. Plan one event/activity each month for youth fellowship.
4. Plan activities and attend Resurrection in January (yearly).
5. Coordinate and lead fundraisers for Resurrection and other youth activities.
6. Be patient as the program develops and be able to deal with setbacks and growing pains.
7. Be a vital part of Norwood UMC's church life and mission.
8. Work closely with Pastor and Staff/Pastor-Parish Relations (S/PPR) Chair to establish and develop a Christ-centered youth program.

Hours: Up to 10 hours/week. (Could vary slightly by week depending on special worship services and/or planned youth activities.)

Salary: Salary for this position is \$500/month. In addition, up to \$1,000/year will be reimbursed for youth group activities and approved purchases/expenses. Receipts for expenses and a reimbursement form must be provided to the Church Treasurer before reimbursement can be made.

Vacation: To be discussed with Pastor and S/PPR Committee after 3 months of employment.

*Note: The Music & Youth Leader is supervised by the Pastor and the S/PPR Committee Chair. Issues or concerns with job performance will be discussed with the Music & Youth Leader by the Pastor and S/PPR Chair or Committee, as needed. If necessary, a written summary of items discussed with established expectations will be documented and signed. Discussions of job performance and the outcome of those discussions are at the discretion of the Pastor and S/PPR Committee. Should any vacancy occur in this position, the Pastor and S/PPR Committee will be responsible for filling the vacancy. Final decisions on hiring will be made by the S/PPR Committee.

Original: 9/17/2018