

JOB POSTINGS

Choir Team Leader

Bradley UMC, Greenfield, IN is seeking a paid Choir Team Leader to lead the Chancel Choir and other musical groups in providing excellent musical support for our Traditional Worship Service. Reporting to the Worship Discipleship Community Director, this position will be supported by the Worship Team and the Senior Pastor, partner with the Sound and Media Technicians and direct the activities of the Organists/Accompanists. The successful candidate will have a background and education or equivalent experience in Choral Direction, Vocal Coaching and Music Theory. Additionally candidates should demonstrate skills in Leadership, Team Building, Personal Organization, and Detail Orientation. Expected commitment is up to 4hrs/week on Sun. for Worship, 4hrs/week on Wed. for Rehearsal and 4hrs/week Meeting & Preparation Time. Interested applicants may apply by email at info@bradleyumc.org, fax at 317-462-3211, or mail at 210 W. Main St., Greenfield, IN 46140. RE: Choir Team Leader.

Duties and Responsibilities:

- Plan, rehearse and direct the adult Chancel Choir to provide all choral elements, special music and leadership of congregational singing for our Traditional Worship Service each Sunday from Labor Day to Memorial Day.
- Organize and provide special music and leadership of congregational singing for our Traditional Worship Service each Sunday from Memorial Day to Labor Day.
- Plan, rehearse and direct all choral elements, special music and leadership of congregational singing of other special services including, but not limited to Christmas Eve, Ash Wednesday and Maundy Thursday.
- Plan, rehearse and direct annual concerts at Christmas, Easter and other agreed upon times.
- Develop additional musical groups possibly including, but not limited to Bell Choirs and Youth and Children's Choirs, and integrate them into worship at appropriate times.
- Be a resource for the Family Life Discipleship Community in providing musical support for our children and youth programs.
- Attend and participate fully in regular Worship Discipleship Community meetings, and meet with the Senior Pastor to develop appropriate worship plans on a periodic basis.
- Identify and coordinate necessary maintenance on church musical equipment and cleaning of all choral vestments.
- Maintain a good working relationship with all office staff, ministry staff and leadership teams to help facilitate excellence in worship.
- Assist with other duties as assigned.

Praise Team Leader

Bradley UMC, Greenfield, IN is seeking a paid Praise Team Leader to lead the Praise Team and other musical groups in providing excellent musical support for our Blended Worship Service. Reporting to the Worship Discipleship Community Director, This position will be supported by the Worship Team and the Senior Pastor, partner with the Organists/Accompanists and direct the activities of the Sound and Media Technicians. The successful candidate will have a background Worship Leadership on Guitar or other Lead Instrument, Vocal Coaching, and familiarity with Media Shout, CCLI and Song Select resources. Additionally candidates should demonstrate skills in Leadership, Team Building, Personal Organization, and Detail Orientation. Expected commitment is up to 4hrs/week on Sun. for Worship, 4hrs/week for Rehearsal and 4hrs/week Meeting & Preparation Time. Interested applicants may apply by email at info@bradleyumc.org, fax at 317-462-3211, or mail at 210 W. Main St., Greenfield, IN 46140. RE: Praise Team Leader.

Duties and Responsibilities:

- Plan, rehearse and direct the Praise Team to provide all praise & worship music, special music and leadership of congregational singing for our Blended Worship Service each Sunday.
- Plan, rehearse and direct all praise & worship music, special music and leadership of congregational singing of other special services including, but not limited to Christmas Eve, Ash Wednesday and Maundy Thursday.
- Develop, direct and schedule Sound and Media Technicians for all services and events.
- Develop additional musical groups possibly including, but not limited to Youth Worship Teams and Contemporary Praise Bands, and lead them at appropriate times including the possibility of off-site services.
- Be a resource for the Family Life Discipleship Community in providing musical support for our children and youth programs.
- Attend and participate fully in regular Worship Discipleship Community meetings, and meet with the Senior Pastor to develop appropriate worship plans on a periodic basis.
- Identify and coordinate necessary maintenance on church musical equipment and A-V technology.
- Maintain a good working relationship with all office staff, ministry staff and leadership teams to help facilitate excellence in worship.
- Assist with other duties as assigned.

Spiritual Life Team Leader

Bradley UMC, Greenfield, IN is seeking a paid Spiritual Life Team Leader to develop and manage teams, systems and resources to offer caring and loving follow-up on the engagement of existing members, identified guests and prospects. Reporting to the Spiritual Life Discipleship Community Director, this position will be supported by the Hospitality Discipleship Community Director and Senior Pastor, be an integral part of the Spiritual Life Team, direct the Follow-Up Teams, and collaborate and seek information from the Hospitality and Community Life teams. The successful candidate will possess knowledge of our congregation, and demonstrate skills adopting Data Management technology, Leadership, Team Building, Personal Organization and Detail orientation. Expected commitment is 4hrs/week on Monday and 1hr/week through the week. Interested applicants may apply by email at info@bradleyumc.org, fax at 317-462-3211, or mail at 210 W. Main St., Greenfield, IN 46140. RE: Spiritual Life Team Leader.

Duties and Responsibilities:

- Assist the Spiritual Life Community Director and the Senior Pastor by collecting and providing data on member and guest activity and engagement.
- Develop necessary follow-up teams and procedures to track and connect with members and guests as they become active and grow in engagement with our congregation.
- Maintain a working list of active members that tracks their individual engagement in Communities of Discipleship, Discipleship Groups and Discipleship Development.
- Maintain a working list of inactive members and advise the Follow-Up Teams of changes in member engagement.
- Work with the Follow-Up Coordinators to ensure connections are made with those whose engagement with the congregation changes.
- Partner with the Hospitality, Family Life and Community Life Communities to maintain a working list of active guest prospects and advise the Follow-Up Teams of new or returning guests.
- Maintain a working list of inactive guest prospects.
- Partner with the Member Care Minister to maintain a list of those members and active prospects that are homebound, at risk with a crisis or chronic condition, hospitalized, residents in health care centers, facing grief and loss, or experiencing other special needs.
- Maintain a good working relationship with all office staff, ministry staff and leadership teams to help facilitate timely assessment of guest and member engagement.
- Assist with other duties as assigned.

Financial Secretary

Bradley UMC, Greenfield, IN is seeking a paid Financial Secretary responsible for organizing, managing and tracking the pledges, contributions and income of Bradley UMC according to our financial policies, the policies and procedures of the Indiana Conference and the stipulations of the Discipline of the United Methodist Church. Reporting to the Finance Chairperson, will be supported by the Office Manager and Senior Pastor, partner with the Treasurer and directly oversee the work of the counters. The successful candidate will possess knowledge of our congregation, and demonstrate skills in Data Management Technology, Oral and Written Communication, Respect for Confidentiality and Privacy, Personal Organization and a Detail Orientation. Expected commitment is a few hrs./week on Mon. or Tue. and some additional time quarterly and annually for preparing statements and assisting with financial campaigns.. Interested applicants may apply by email at info@bradleyumc.org, fax at 317-462-3211, or mail at 210 W. Main St., Greenfield, IN 46140. RE: Financial Secretary.

Duties and Responsibilities:

- Supervision of the volunteers who count, record and deposit the Sunday offering.
- Enter weekly data records on contributions and pledges into our financial management system and ensure system accuracy and confidential integrity.
- Prepare and mail quarterly financial statements to contributors, and respond to any questions from individuals about the status of their account.
- Identify changes in individual and congregational contribution trends and bring those changes to the attention of the Finance Chairperson and the Senior Pastor.
- Assist with financial campaigns by providing historical analysis of contribution data, and provide reports as requested by the Finance Chairperson or the Senior Pastor.
- Manage the procurement, assignment and distribution of individual contribution envelopes.
- Maintain a good working relationship with all office staff, ministry staff and leadership teams to help facilitate timely assessment of the financial health of the church.
- Assist with other duties as assigned.