

Assistant Dean of Worship and Music

Candler School of Theology invites applications and nominations for the full-time, contract position of Assistant Dean of Worship and Music. Review of applications will begin October 10 and will continue until a suitable candidate is hired.

The person appointed to this position will be committed to theological education, preparing women and men for ministries in the church and the world by providing leadership for a worshipping community of diverse traditions and cultures within the context of a United Methodist Seminary. Successful applicants will hold a theological degree (e.g., M.Div., M.T.S., M.A.R., D.Min.) and/or comparable credentials in choral and congregational music (e.g., M.S.M., M.M.A., D.M.A.). Ordination in the United Methodist Church is highly desirable.

Responsibilities for Worship include:

- (1) Planning and facilitating at least three weekly chapel services with student planning teams, and the fall and spring convocation events, including musical elements
- (2) Training and teaching of Office of Worship volunteers, overseeing Candler's dimensions of the sacristy and sanctuary space, maintaining resource center
- (3) Providing leadership in development of worship-related technologies (e.g., video, audio, web)
- (4) Developing and overseeing worship budgets
- (5) Developing and teaching one course in worship per year

Responsibilities for Music include:

- (1) Overseeing and facilitating congregational music in worship services, including scheduling of musicians
- (2) Providing leadership, training, and oversight for all choral ensembles in worship, including the Candler Singers
- (3) Developing and oversight of music budget

Applications should include a letter of interest, curriculum vitae, an official transcript of the highest degree earned (sent directly to Candler from the granting institution), documentation of worship leadership (e.g., programs, audio or video recordings), syllabi of relevant courses taught and three confidential letters of recommendation.

Candidates should apply online at <http://www.hr.emory.edu/careers/index.html> by uploading the letter of interest, curriculum vitae, programs and syllabi. Nominations, confidential letters of recommendation, recordings and transcripts (directly from granting institution) should be sent to the Asst. Dean of Worship and Music Search, c/o Brenda Roberts, Manager, Faculty Development and Support Services, Candler School of Theology, Emory University, 1531 Dickey Drive, Atlanta, GA 30322; or email documents in Microsoft Word or PDF to brenda.roberts2@emory.edu.

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