

Grace United Methodist Church
North Augusta, SC

Position

Part-time Drama Ministry Director

Purpose/Goal

To provide dramatic arts programs for children –adults. The Drama Ministry Director shall foster the mission of Grace, which is to “To Know Christ and Make His Love Known.” The main method for carrying out this Purpose / Goal should be through teaching acting methods and through participation in plays, skits, readings, re-enactments and other dramatic arts during Church services, special programs and other Church activities.

Qualifications

- Must be a Christian committed to serving Jesus Christ.
- Bachelor's Degree in Performing Arts/Theater is helpful. Qualifications such as past experience in teaching drama and/ or directing plays in church or school settings can be considered as well.
- Must be able to accommodate the flexible work schedule.
- Must be an energetic, self-directed, pre-planner, leader and organizer. Must be spontaneous at times as well.
- Must be flexible in working and collaborating with other areas of ministry of the church (Sunday School, Life Song, Children’s Ministry etc.) as needed.
- Must have strong communications skills and be able to efficiently communicate through newsletter, email, text, and social media.
- Past experience in performing or directing productions will be a benefit.
- Must be able to work with all ages/stages of members of the church.

Position Status:

This is a part-time position throughout the school year generally the first Sunday after Labor Day through May. It also includes a week long commitment during July for Children’s Drama Camp.

Established rehearsal hours on Sunday afternoons are as follows:

- Youth (6th-12th grade), 4:00 P.M.-5:00 P.M. (Youth)
- Children (1st-5th grade),5:00 P.M.-6:00 P.M.
- Adult and Multigenerational , seasonal schedule

Established Drama Camp in July:

- Children (1st-5th grade), 9:00 am- 12:00 pm with a performance on Friday night of that week.

These hours may need to be adjusted based on other activities and programs. Director will have to work with children, youth and adult ministry directors as well as choir directors to determine how best to set the schedules for the various programs on Sunday afternoons. Hours are flexible and vary with the job assignment. Some week night hours may be required from time to time for various activities, events and in preparation for these activities and events.

Job Descriptions:

Children's Drama:

September-November - introduce drama and technique. Practice for Multigenerational Christmas Play presented in non-RTB years (possibly during Sunday School Hour) and small skit during contemporary service and 11:00 service in RTB years.

Jan-April - rehearsals for a Spring Production (Possibly Easter play during Sunday School Hour). These may be performed in conjunction with a children's choir performances.

Summer Children's Drama Camp: One week in July after VBS is to be spent conducting a half-day camp where the children in grades 1-5 will rehearse a topical Christian play with a performance at the end of the week. Camp activities can include set design/building, costume creation, music inclusion as well as other drama related activities.

Youth Drama:

September. – November - work on possible skit for Youth Sunday, creative participation in the Fall Festival, participation in Multigenerational Christmas Play in non -RTB years and in RTB years preparing to participate as a musician in that production. Youth need to be encouraged to mentor and assist with Children's productions.

January- May- work on a spring presentation. Participate as a group in an act when a Lip Sync or Talent Show Fundraiser is scheduled.

Drama in Worship - Prepare worship skits for Youth Sunday and Children's Sunday as well as skits or readings as needed on occasion in the services to set up sermons or reinforce the theme.

Christmas Play- In "Return to Bethlehem" off years, direct a Multigenerational Christmas Play. This can be accomplished separately or by working with the Director of Music Ministries

The use of volunteers is essential for support of this position, and for the rules of Safe Sanctuary. There is shared (volunteer) office space available if needed.

Duties and Responsibilities

- Provide discipline and direction for the children and youth by teaching them stage presence and performance techniques in small and large productions, yet allow them to utilize their own creativity at appropriate times. In addition, instruct them in basic manners and respect. Must be intergenerational as well.
- Keep an invitation consistently open to all to attend any production, and in addition, to attend other ministries of the church while out in the public (ie: Wings Meals, Bible School, Children Ministry Youth Ministry and Music Ministry etc.).
- Submit and communicate to Church Financial Secretary any production costs, and keep in contact with her throughout the year regarding the monies that are available for said productions or other activities related to the Drama Ministry.
- Must be able and willing to recruit and use church members and ask for volunteers in other areas and ministries of the church as a part of and assistance with the routine administration of the Drama Ministry and other times for special programs and activities when needed.
- Must maintain attire that conforms to the work space; at most times dress is comfortable.
- Help to manage the props, sets, and costume closets. Be responsible for the proper storage and care of those items.

Cooperative Job Duties

- Be able to work in conjunction with all committee and staff members to fulfill the purpose and essential job duties of the position.
- Recruit, motivate and train volunteers to support the Drama Ministry.
- Reports to the Senior Minister.
- Works with the Church Secretary for scheduling Drama Ministry events.
- Works with the Church Publicist to publicize Drama Ministry events.
- Provides input to the Finance Committee, Treasurer, and Financial Secretary for development of the annual Drama Ministries budget.
- Attends and participates in weekly staff meetings to evaluate programs and make recommendations concerning additions, revisions, or improvement to the Drama Ministries at these meetings.
- Attendance at weekly staff meetings is not required following weekend work associated with Drama Ministry events, but this individual should communicate this to the rest of the staff.
- Attends any staff retreats offered through the church.
- Serves as a resource person church-wide