

## **JOB DESCRIPTION**

**POSITION:** Director of Music Ministry

**REPORTS TO:** Senior Pastor

**DOCUMENT DATE:** 5/26/2019

### **POSITION SUMMARY:**

To enhance the worship service and faith life through a comprehensive music program

### **PRIMARY RESPONSIBILITIES**

- Work with pastoral staff to coordinate music that enhances the worship life of the congregation in accordance with the liturgical year and Salem's vision of ministry
- Be a participating member of the Worship and Music Committee and submit an annual budget to the committee
- Provide direction, vision, leadership and supervision to all aspects of music ministries
- Supervise all musical staff, including organist/accompanist, choir directors, and praise team
- In consultation with the Senior Pastor, the Director of Music shall arrange for substitute replacements when needed. Salem Lutheran Church will be responsible for the payment of the substitute organist/accompanist when the substitution is made due to vacation, illness, or continuing education time
- Be present on Sunday mornings to support and foster Salem's music ministry and assist with setup
- Oversee the maintenance, inventory, and management of all Salem Lutheran Church's instruments including the organ, pianos, Clavinova, hand bells, chimes, tympani, drum set, etc. and the music library, materials, supplies, and musical instruments
- Maintain compliance with and uphold various copyright licenses and subscriptions for all aspects of worship
- Foster mutually supportive relationships among musical staff members and ensembles in the congregation, seeking opportunities for collaborative efforts for various ensembles to share musical gifts and leadership
- Encourage and schedule congregation members of all ages and ability levels to share their musical gifts in worship and at other appropriate times
- Direct or make provision for a hand bell director as interest allows
- Foster appreciation for all types of worship styles
- Maintain a strong prayer base for music ministry
- Acquire instrumentalists and groups from outside Salem when appropriate
- Seek to develop and provide outreach opportunities in the community for the music ministries of the congregation

### **QUALIFICATIONS/SKILLS/ATTRIBUTES**

- Ability to work enthusiastically and cooperatively with members of the congregation, planning teams, other staff members and pastors
- Effective organizational, administrative, interpersonal, communication and leadership skills
- Previous experience providing musical leadership preferred but not required
- Music degrees are preferred but not required
- Familiarity with, or willingness to learn, basic Lutheran liturgical worship to appropriately select music
- Experience with technical aspects for a variety of worship services (ex. sound set up)

### **CONTINUING EDUCATION/TIME OFF**

- The position includes one (1) Sunday of Continuing Education with \$200/year available for Continuing Education
- Four weeks, including Sundays, of vacation annually. Vacation is to be scheduled at the mutual convenience of the parties, but may not be scheduled during festival seasons of the church.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be considered an exhaustive list of all responsibilities, duties and skills of the people so classified.*