

Lord of Life Director of Music Ministry

Position Description – Revised January 2021

POSITION: Director of Music Ministry

REPORT TO: Pastor

RELATE TO: The Church Council; The Worship & Music Ministry Team; AV Ministry Team; and Our Faith Quest Sunday School Ministry

PURPOSE: To serve the church by developing, coordinating and administering an effective and well-rounded music program, incorporating a range of sacred music, including, though not limited to, both contemporary and traditional music, and providing leadership to and coordination of volunteers involved in this ministry.

HOURS: Average 15-20 hours/week

COMPENSATION: There are two different types of compensation. The first is compensation for the part-time Director of Music Ministry position; based on experience and qualifications. The second is compensation for special services; weddings, funerals. The Director of Music Ministry would have right of first refusal regarding accompanying for special services held at the church.

COMPONENTS, OR SCOPE, OF THE POSITION: The Director of Music Ministry shall:

- Support the vision, mission, ministry, and core values of the church.
- Consult with Pastor on the selection of music for regular, seasonal, special services.
- Recruit, organize and supervise volunteer musicians.
- Coordinate, direct, facilitate, lead, oversee, enhance adult and children's music groups; including rehearsals and conducting during worship.
- Regularly play piano, lead music for worship; incorporating other instruments as desired.
- Regularly oversee, coordinate sound and audio needs required for worship and events.
- Serve in collaboration with the Worship & Music Ministry Team.
- Maintain and coordinate any service or repair of instruments or audio equipment.
- Provide administrative leadership responsibilities, communications, scheduling, more.
- Maintain and oversee the music library; music, songs, arrangements, lead sheets, etc.
- Oversee, manage copyright information, as required for compliance, such as securing Live Streaming rights, CCLI, OneLicense, more.

PREFERRED SKILLS & QUALIFICATIONS

COMMUNICATION SKILLS: The Director of Music Ministry shall:

- positively interact and communicate effectively with people of all ages in person, electronically, and in writing;
- create and execute articles, reports, promotional materials, schedules, and more as needed and beneficial.

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COMPUTER SKILLS: The Director of Music Ministry shall:

- have an understanding and use of Word, Excel, and email;
- be encouraged to explore and use software programs to support and enhance the music ministry and the worship experience;
- be provided training as initiated, desired, researched, and implemented;
- be aware of, and or, familiar with, Pro Presenter, AV software.

ORGANIZATIONAL SKILLS: The Director of Music Ministry shall:

- Coordinate the involvement of others in music ministry.
- Demonstrate and utilize these essential skills: planning, preparation, time management, communication, organization, facilitation, execution, and leadership.

LEADERSHIP SKILLS: The Director of Music Ministry shall:

- Represent Lord of Life, to build on and develop the mission shared by this congregation, and to support the members of Lord of Life.
- Serve in collaboration with the Worship & Music Ministry Team, AV Team, support staff, Pastor, worship leaders, volunteers, choirs, instrumentalists, Faith Quest Sunday School.
- Facilitate, oversee, equip, train, encourage the participants of the music ministries.
- Strive for experiences in worship and music to build confidence, for those leading and those attending worship.

WORSHIP SKILLS: The Director of Music Ministry shall:

- Inspire the congregation through vocal and instrumental music; in collaboration with others, develop ways to measure and track how this is shared, achieved.
- Engage the congregation in the musical celebration of faith; create, develop, provide a range of musical components, experiences to celebrate, deepen faith as part of worship.

MUSICAL SKILLS: The Director of Music Ministry will possess skills in applied music and music theory. These skills are ordinarily achieved through an undergraduate and/or graduate degree in music or by professional study in applied music. These skills include:

- proficiency in piano accompaniment;
- knowledge of piano technique, service playing requirements and transposition;
- familiarity with other instruments and experience involving them in worship;
- knowledge of group vocal techniques for adults and children, choral conducting, and
- ability to use and work with lead sheets when necessary.

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CONTINUING EDUCATION & TIME OFF: Lord of Life will provide continuing education and time off to the Director of Music Ministry:

- Continuing education opportunities will be mutually agreed upon by the Director of Music Ministry and the Council and Pastor of Lord of Life;
- Up to 20 hours a year of local training opportunities will be provided, with time, pay, and the cost of the opportunities;
- Up to 40 hours a year of paid time off (PTO) will be provided, including vacation, illness, and personal time, of which no more than 4 Sundays a year can be included. PTO to be requested in advance, and to be communicated via email to the Pastor. Additional days out of the office or away from commitments other than Sundays are open for discussion and need to be approved in advance, and may result in reduced compensation for the pay period;
- Additional Sundays off are open for discussion, resulting in 10% reduced compensation for the pay period, and provided a substitute piano player can be identified.

ADDITIONAL EXPERIENCE, FAITH EXPRESSION, MUSICAL KNOWLEDGE & SKILLS:

This position requires a minimum of 3 years leading, directing, church music programs.

This being a position in a Christian church, the person serving this position should be able to be comfortable and open to expressing and sharing the role of faith in their own life.

The Director of Music Ministry will demonstrate knowledge of Lutheran theology, liturgical practice and use of music in worship.

The Director of Music Ministry often finds it necessary to adapt or write additional parts for music used in church and can readily use these skills:

- basic knowledge of harmony and ability to write simple music scores and;
- understanding of score reading and transposition of instruments.

The Director of Music Ministry is aware of the vast repertoire of sacred music available today and can select appropriately from contemporary sources as well as from traditional music. The Director of Music Ministry will be required to demonstrate and incorporate these musical skills.

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ADDENDUM 1: Some added clarity provided regarding this position.

If helpful, a time study may be recommended to evaluate the expectations of this position.

Sunday Mornings:

- Arrive prepared, including music and details at 8 a.m., ready to greet and lead others;
- It is vital to the worship experience, the experience of those singing, in choirs, and as worship leaders, that there are no changes from rehearsals during the week, striving for consistency, unless clearly communicated prior to Sunday morning;
- Prep Worship Leaders and any special music and Faith Quest music for both worship and class;
- Lead Worship;
- Share added rehearsals or conversation and fellowship following worship;

During the week:

- Attend a weekly staff meeting; time and date to be determined as a staff;
- Create and communicate schedules: Music, Special Music, Volunteers, More;
- Communicate to worship leaders and staff, any music updates for a minimum of 2 weeks;
- Have music prepared for participants of all ages, before they arrive for rehearsals;
- A couple midweek deadlines include, coordinating with our Administrative Assistant, to provide: 1) Articles for the LINK, our electronic newsletter, by Tuesday, 12 noon; 2) Bulletin review, including articles, information, music, lyrics, special music, etc., by Thursday mornings, 9 a.m.

Wednesdays:

- Arrive minimum of 30 minutes prior to first rehearsal;
- Possible rehearsals on Wednesdays: Children's Choirs, Youth Choir, Youth Band, Worship Leaders, Special Music, Adult Choir, Flute Choir, more;
- Finalize updates, including sheet music, packets, keys, sound needs, etc., for the coming Sunday.

Monthly:

- By the 15th of each month, identify Worship Leaders for the following month to be included on the Volunteer Schedule.
- Attend Worship & Music Ministry Team as coordinated and scheduled.

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Seasonal Programs, Opportunities, Details:

- Faith Quest Sunday School Support, including rehearsals and scheduling the songs and dates to have children sing;
- Children’s Christmas Program, collaborative effort with Faith Quest and volunteers; including production meetings;
- Thanksgiving Worship;
- Advent & Christmas seasonal worship;
- Annual Report, create an annual report as Director of Music Ministry;
- Youth Sunday, including supporting youth leading service, including rehearsal, preparation;
- Lent, Midweek, Holy Week, Easter, including special music;
- Vacation Bible School; including coordinating with the Pastor to support the music and singing components of the program;
- Explore summer seasonal midweek worship or music opportunities;
- Youth Band opportunities, including promotion, communication, recruitment, rehearsals;
- Seasonal Brass opportunities, including promotion, communication, recruitment, rehearsals;
- Schedule and communicate tuning and care of instruments including piano in sanctuary;
- Oversee the use, care, review, evaluation, needs of the audio equipment;
- Lead music for weddings and funerals as requested;
- Oversee, include, update, all copyright and acknowledgement questions and concerns; including, though perhaps not limited to: composers, arrangers, CCLI, One License, live streaming, more;
- Experiences to consider in the future: Healing Service; 2nd service on Sundays, more;
- Develop ways to measure and track the use and inclusion of the songs shared in worship; this will assist in keeping the worship experience engaging, fresh;
- Further develop a working music library system, including sheet music, and volunteers.