

Position Description

Director of Music Ministries

PRIMARY FUNCTIONS

The DMM will develop, coordinate, and administer an effective and well-rounded music program by providing leadership to those involved in the music ministries of this congregation. This combined position provides keyboard music during rehearsals and worship to enhance worship through preludes, other keyboard selections, and postludes, and by accompanying congregational singing, vocal choirs, ensembles, and soloists as they participate in the liturgy of worship.

QUALIFICATIONS

- An understanding of and commitment to Christian principles and teachings. An understanding of Lutheran liturgy, theology, and traditions is preferred.
- Knowledge of and a passion for liturgical worship, both traditional and contemporary.
- A minimum of a bachelor's degree in music; a degree in sacred music is preferred.
- A minimum of three years' experience in music ministry.

SKILLS

- Knowledge of and skill in instrumental and choral techniques.
- Competence with diverse musical styles.
- Ability to work cooperatively in team ministry.
- Highly effective interpersonal communication skills.
- Strong organizational skills.
- Basic knowledge of technology—including word processing, spreadsheets, social media, and e-mail—and the willingness to acquire new skills as technology advances.

RELATIONAL MINISTRY

- The director works under the supervision of the Senior Pastor.
- Attend committee meetings related to worship and music.
- The director works collaboratively with the church staff and music ministry partners in planning, scheduling, and directing music ministry.
- Establish and maintain good communication between yourself, other staff members and parishioners.
- Attend regular staff meetings.
- Support, encourage, assist, and guide other musicians to help them fulfill their tasks to the best of their abilities.
- The director participates—and encourages members to participate—in local, synodical, regional, and churchwide Lutheran events so that members have a strong sense of connection to the larger church in the world.

MINISTRY DUTIES AND RESPONSIBILITIES

The director plans, coordinates, implements, and evaluates a comprehensive music program, to include the following:

1. Administrator
 - a. Monitor the condition of musical instruments and communicate any needs to the pastor and chair of the Worship and Music Committee.
 - b. Maintain an adequate filing system for managing all music used by the choirs.
 - c. Coordinate with the Bell Choir Director to schedule appropriate opportunities for the choir to participate in worship.
 - d. Prepare an annual spending plan and submit it to the pastor and chair of Worship and Music according to the established schedule.
 - e. Manage the areas of the spending plan that relate to music ministries to ensure that no item is overspent.
 - f. Prepare and submit a monthly report to the Worship and Music Committee and the Congregation Council.
 - g. Write an annual report to the congregation of the activities of the music ministry programs.
 - h. Communicate with the congregation about music ministry through weekly and monthly announcements and articles. Keep the hallway bulletin board up to date.
 - i. Provide titles and composers of anthems and musical selections to the church office in a timely manner for inclusion in worship bulletins
 - j. Arrange for a substitute when unable to be present at rehearsals or worship services.
 - k. Oversee the legal and ethical purchase of music and rights to reproduce musical compositions. Music purchased by the church remains the property of the church.
2. Program Director
 - a. Recruit for choirs, ensembles, vocalists, band members, and instrumentalist and facilitate participation of all ages.
 - b. Develop a seasonal plan which allows groups to participate at worship services so that a musical offering is provided at Sunday morning services and at special services in the liturgical year.
 - c. Work with the Crossing musicians to ensure that they have what they need to facilitate contemporary worship.
 - d. Develop a working knowledge of Planning Center Online and use it to support the Crossing service.
 - e. Work with the Bell Choir director(s) to ensure that they have what they need to ring in worship. Assist the Bell Choir as needed.
 - f. Plan and implement the annual Christmas Caroling event.
 - g. Attend to the set-up of worship spaces so that they reflect the liturgical season.

- h. Work with the coordinators of worship assistants (assisting ministers, ushers, greeters, lectors) to ensure that people are in place as needed.
3. Worship Planning
- a. Participate in worship planning with the pastor and other worship planners suggesting appropriate hymns, songs, and liturgical elements that support the liturgical season and the theme or focus of each service.
 - b. Select appropriate instrumental and vocal music for each choir that is in sync with the lectionary or focus for each worship service.
 - c. Select organ/piano music for other special services which are appropriate to the focus of the service.
 - d. Support and assist in worship planning for the Crossing services paying attention to the unique style of this service.
4. Musician
- a. Direct and accompany the adult choir, kid's choir, youth choir, and other ensembles.
 - b. Identify and equip partners in ministry who can direct and accompany choirs as needed.
 - c. Hold rehearsals for the traditional service adult choir, the kid's choir and the youth choir during the months of Sept-May.
 - d. Recruit soloists, ensembles, and instrumentalists who can provide music in worship during the months of June-August.
 - e. Hold additional rehearsals as needed to ensure that musicians are equipped for each service.
 - f. Support the Crossing musicians in ways that will be most helpful and enhance worship.
 - g. Coach soloists and small groups who will be offering music in worship to select appropriate music and ensure that they are prepared.
 - h. Lead the worship of the congregation from the piano and organ through the liturgy and congregational singing for the traditional Sunday services as well as special services throughout the year: Blue Christmas, Christmas Eve, Day of Epiphany, mid-week services in Lent, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, healing services, and other services as scheduled.
 - i. Consult with couples who are planning their wedding at St. Philip and provide music for the service.
 - j. Consult with families who are selecting music for funerals and memorial services and provide music for the service.

This job description shall be reviewed and revised at the request of the Director of Music Ministries, the Senior Pastor, the Personnel Committee or the Congregation Council.