

May, 2017

Position Description: Music Director



CROSS OF LIFE
LUTHERAN CHURCH

Purpose:

The Music Director leads the music ministry of Cross of Life Lutheran Church in a manner consistent with the mission and theology of the congregation. This includes working with the Pastor, staff, and lay leaders to develop a well-rounded music ministry for all worship services and special events, specifically focused on the Traditional worship of the congregation. The Director will support existing choirs, bands and ensembles, participate in the selection of music for worship, develop new music programming, and continually recruit music program participants (musicians and other volunteers).

Key Responsibilities:

70% - Musical Leadership

Ensure all music is presented to the glory of God, is liturgically and contextually appropriate, and facilitates congregational worship. Lead weekly practices and two services on Sunday. Ensure existing and new ensembles and other musical presentations are of high quality, while fostering the talents of church members and building Christian community. Seek to include a variety of musical styles and mix of old and new music, conduct the Chancel and Handbell Choirs, build the Children's Choir Ministry and broadly oversee the music of the Contemporary worship service (with support of Music Associate for Contemporary Worship). The Director shall: select music to accommodate the talents and abilities of participants; position members within the group to obtain the best vocal and instrumental balance; present a major choral or music work annually; and transcribe music as needed. Additionally, conduct (if necessary) and provide planning and musical support for the following:

- Instrumental Ensemble
- Children's Choir
- Seasonal Choirs and Ensembles
- Soloists, duets or other special presentations
- Newly developed music ministries

15% - Planning and Preparation

Participate in the Worship and Music Team, the Worship Planning Group, regular staff meetings and retreats to coordinate musical choices, seasonal observances and overall planning.

10% - Recruitment and Support

Build relationships to intentionally recruit members for all areas of music ministry by actively participating in congregational ministries. Promote activities and needs of music ministries in bulletin, newsletter, website, etc. Provide individualized instruction and rehearsal for group members as needed.

5% - Administrative

Abide by all church policies and procedures as well as all applicable government laws and regulations. Work with the Worship and Music Team to exercise fiscal responsibility for development and spending of the music budget. Provide necessary reports to the Council and congregation. Purchase music and supplies. Provide regular maintenance of musical instruments. Maintain the music library and assure copyright laws are observed. Arrange for substitute musicians when absent.

Perform other duties as assigned.

May, 2017

Scope of Work

The Director will serve under the daily supervision of the Senior Pastor, with final responsibility to the Personnel Committee and Church Council. The Director is expected to work with a high level of initiative and independence, while remaining committed to the overall well-being of the entire congregation.

As an exempt employee, this 30 hour per week position requires regular weekend service and the potential of travel for retreats and workshops. Weekday hours will be flexed depending on the weekend hours served.

While church responsibilities are always to be paramount, the Director may use the music suite to provide private lessons, but such hours would be over and above the 30 hours of service to the church. Any activities with children or youth will always follow church policies regarding child safety.

Requirements

- A committed Christian with a strong personal faith to inspire people to use their gifts to the glory of God.
- Excellency in personal musicianship which will facilitate quality worship on a weekly basis.
- A college degree or commensurate professional experience (preferred majors include: choral conducting, music pedagogy, music education, composition, instrumental/vocal performance, or organ.)
- Strong organizational and recruiting skills, healthy personal boundaries, and the ability to serve as part of a team.
- Knowledge of current music technology, including sound systems.

Preference

- Knowledge of the Lutheran church, its liturgy and the seasons of the church year.

For the safety of all, a criminal background check and drug test will be made prior to hiring.

References will be requested and checked.