

May, 2017



CROSS OF LIFE
LUTHERAN CHURCH

Position Description: Music Associate for Contemporary Worship

Purpose:

The Music Associate for Contemporary Worship leads the contemporary 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, Music Director, other staff, and lay leaders to develop an effective music ministry for our Contemporary worship service and special events. The Music Associate will lead the Contemporary band, participate in the selection of music for the Contemporary service, and continually recruit volunteer participants (musicians and other roles).

Key Responsibilities:

75% - Musical Leadership

Lead weekly practices and one service on Sunday. Ensure all music is presented to the glory of God, is liturgically and contextually appropriate, and facilitates congregational worship, rather than band performance. Ensure that the Contemporary band presents music of high quality, while fostering the talents of church members and building Christian community. Seeking to include a variety of musical genres, the Music Associate will select music to accommodate the talents and abilities of participants and position members within the group to obtain the best vocal and instrumental balance. On occasion, the Music Associate will work with (conduct if needed) the High School Band.

15% - Planning and Preparation

Participate in the Worship Planning Group to coordinate musical choices, seasonal observances and overall planning. Participation in the annual staff retreat is optional. Distribute monthly and weekly schedules and sheet music. Plan song arrangements ahead of each rehearsal and distribute to band members.

5% - Administrative

Abide by all church policies and procedures as well as all applicable government laws and regulations. Work with the Music Director to exercise fiscal responsibility for the spending of the contemporary music budget to purchase music and supplies. Assure copyright laws are observed.

Perform other duties as assigned.

Scope of Work

The Music Associate will serve under the daily supervision of the Music Director, then to the Senior Pastor, with final responsibility to the Personnel Committee and Church Council. The Music Associate 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 10 hour per week position requires regular weekend service and the potential of travel. Weekday hours will be flexed depending on the weekend hours served.

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While church responsibilities are always to be paramount, the Music Associate may use the music suite to provide private lessons, when approved by the Music Director. Such hours would be over and above the 10 hours of service to the church. Any lessons or 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 instrumental/vocal performance or popular music.)
- 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.
- Knowledge of current repertoire and trends in contemporary Christian music matched with the flexibility to adapt such music to a liturgical church, observing the seasons of the church year.
- Ability to coach vocalists and instrumentalists

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

References will be requested and checked.