

# Director of Music Ministries

## Job Description

---

Messiah Lutheran Church, 122 West 7<sup>th</sup> St., Grand Island, NE 68801

### **PURPOSE:**

To coordinate and oversee the music for all worship experiences so that the music presented is a vehicle for praise, prayer, and thanksgiving by the congregation. Qualified candidates will possess the ability to communicate effectively, relate well with all ages, and convey the importance of our response to God through music and worship. Imperative is the ability to work well with others and participate collegially with Pastors, other staff members, and congregational leaders.

### **QUALIFICATIONS:**

- The Director of Music Ministries' life and vocation should embody a love for Jesus Christ and exemplify Christian faith and values.
- Bachelor of Music degree or equivalent experience preferred.
- Professional musical training in the performance and/or direction of church music (*organ and/or contemporary*) preferred.
- Knowledge of music theory including transpositions and harmonizing a melody.
- Proficient pianist with organist skills preferred.
- Experience in the development and coordination of a comprehensive music program in a church including competency in directing vocal and instrumental groups of all ages.
- Willingness to support the mission of Messiah Lutheran Church, its worship programs and spiritual needs, through excellence of the music program.
- Display leadership ability to inspire and sustain interest of music volunteers.
- Demonstrate computer skills and competence in Microsoft Office.

### **REPORTS TO:**

- Senior Pastor and Congregation Council (*as necessary*).

### **DUTIES and RESPONSIBILITIES:**

#### **Worship Planning**

- Be an active member of the Worship & Music Committee (**WMC**).
- Assist Pastor(s) and WMC in developing, planning, and implementing worship experiences for all scheduled traditional and/or contemporary services.
- Schedule organists for traditional worship services or other congregational events.

- Investigate hymns, liturgies, new songs, and potential worship components for consideration by the WMC.

### **Music Leadership and Direction of Traditional Choirs and Ensembles**

- Assist in planning and coordinating the traditional music program (*Adult Choir, Hand Bell Choir, Children's Choir, and Special Music*). Provide leadership and resources to other music leaders of the congregation in liturgical worship.
- Select and coordinate organ/piano music for traditional services, including seasonal and special event services.
- Direct and hold regular rehearsals for choirs and ensembles including, but not limited to Adult Choir, instrumental groups, and hand bells.
- Assist the congregation in learning new music for worship.
- Make available new resources and ideas to program participants.
- Support, encourage, assist, and guide other musicians to help them fulfill their tasks to the best of their abilities.
- Provide guidance in the selection of music for various choral and instrumental *ensembles (not limited to organized ongoing choirs)*.

### **Music Leadership and Direction of Contemporary Worship Bands and Ensembles**

- As needed, serve as keyboardist in adult or youth worship bands and ensembles.
- Assist in planning and coordinating the contemporary music program.
- Assist in the selection and coordination of music for contemporary worship.
- Direct and hold regular rehearsals for contemporary worship bands.
- Assist the congregation in learning new music for contemporary worship.
- Make available new resources and ideas to program participants.
- Support, encourage, assist, and guide other musicians to help them fulfill their tasks to the best of their abilities.
- Aptitude in electronic worship equipment helpful (*MIDI, sound system, etc*).

### **Miscellaneous**

- Serve as substitute organist at traditional worship services, preferred.
- Accompany the Choirs, bands, Bells, ensembles, or special music on organ and/or piano.
- As requested by the Pastor(s), coordinate music for weddings and funerals conducted at the church.

- Be available as a resource to congregational members in the areas of music and worship for funerals and weddings.
- Lead children's music at Vacation Bible School and other congregational events.

### **Administration**

- Maintain professional competency through practice and attending seminars.
- Recruit for choirs, ensembles and worship bands, and facilitate participation of all ages.
- Recruit for and schedule special music for worship services (*summers in the absence of choirs, Christmas preludes, etc.*).
- Schedule traditional choirs and ensembles and maintain roster of participants.
- Schedule contemporary bands and ensembles and maintain roster of participants and substitutes.
- Oversee selection and make purchases of music for all choirs, bands, and ensembles.
- Submit an annual budget request for all music-related items such as: music, tuning and maintaining all instruments, choir materials and supplies, continuing education for music staff, paying for music licenses and copyright permission, purchasing journals and worship resources, and funding for special music events.
- Write an annual report to the congregation of the activities of the music programs at Messiah Lutheran Church.
- Keep music copyright licenses current with our usage and maintain records and licenses on file. Advocate lawful use of music copyrights.
- Maintain music library and supervise maintenance of all instruments (*organ, piano, keyboards, instruments, hand bells, etc.*).
- Attend regular staff meetings, preferred.
- Participate with Pastors, other staff members, and congregational leaders in facilitating congregational goals.
- Provide monthly written reports to Congregation Council.
- Communicate with the congregation about music ministry through weekly and monthly publication, website, and social media.
- Schedules vacation time in advance with approval of Pastor.