



Job Description:	Traditional Worship Director
Reports to:	Lead Pastor
Classification:	Worship & Arts Staff
	Salary/Exempt
	Regular Part Time: 15-18 hr/wk
Ordination:	Not Required
As of:	November 2021

Job Mission Statement for the Position

The Traditional Worship Director creatively plans integrated worship experiences that support and enhance sermon messages by selecting liturgical settings and choral music, as well as hymns for congregational singing and special music pieces.

Job Summary

The Traditional Worship Director facilitates congregational participation in worship by planning liturgical settings and music, building and leading the Chancel Choir, utilizing the various musical gifts of the congregation, serving as primary organist and coordinating worship components with other teams/staff.

The Traditional Worship Director directs the Chancel Choir; instructs and directs vocal ensembles and schedules special music, soloists and substitute organists as needed for weekly services and seasonal services. This individual also oversees the Traditional music inventory; the maintenance of instruments and equipment used in Traditional worship and ensures that music/lyrics selected for usage adhere to copyright regulations. Building a sense of teamwork and involving volunteers are primary goals, as well as spiritually nurturing and musically equipping all persons serving.

General Areas of Responsibility

- I. **Service Planning and Administration**
 - A. In partnership with the Pastoral leadership, selects appropriate music for the themes, sermon series and liturgical season of worship for weekly services and special services or events – including liturgical setting, choral music, congregationally sung music and special music selections.
 - B. Manages all details regarding the scheduling of musicians, vocalists and music for weekly services, including additional instrumentalists for festive services.
 - C. Ensures copied, printed, and projected music/lyrics selected for usage adhere to copyright regulations.
 - D. Stays current with trends in liturgical worship.
 - E. Oversees traditional music inventory and purchases.
 - F. Assists with additional services as requested – may include Midweek Advent or Lenten services, special services, additional services for Easter and Christmas, community outreach events, weddings, and/or funerals.

- II. **Musical Direction and Leadership**
 - A. Challenges choirs and instrumentalists in ways that are spiritually nurturing and encourages continuing growth in musical skills.
 - B. Schedules and trains cantors and recruits, trains and empowers vocal ensembles, duets, soloists.
 - C. Works in a dual worship environment, where Traditional and Contemporary worship co-exist and occasionally partner for special services.
 - D. Serves as resource for volunteer leaders of Children’s Choir, Children’s Bell Choir, and Children’s Chimes.
 - E. May reactivate and direct an Adult Bell Choir.

- III. **Primary Organist Responsibilities**

- A. Provides congregational accompaniment on the organ for the liturgical service as well as preludes, postludes and special music as needed for each Sunday morning service and seasonal services as assigned. Is responsible for arranging for a substitute organist when absent.
- B. Provides organ accompaniment for special services as needed for the following services (including rehearsal time with soloists and ensembles).
 Midweek Lenten services Holy Week services Christmas Eve services
- C. Serves as primary organist for weddings and funerals. When playing for a wedding, the Traditional Worship Director meets with individuals requesting wedding music. Fees for services provided for a wedding/funeral are paid through payroll, in addition to regular salary compensation, according to rates established by the church.

IV. Other Responsibilities

- A. Supervises Accompanist.
- B. Provides expertise, information, insight and support in other areas as assigned by Lead Pastor.
- C. Participates in budget planning for Traditional worship.
- D. Attends scheduled meetings as required:
 - 1. Weekly staff meeting and weekly worship planning meeting with pastors (Tuesday)
 - 2. Meetings/rehearsals for special services or events - as needed
 - 3. Magnification Ministry Area meetings – as needed

Position Qualifications

Desired background

- A. Bachelors’ degree required – music, voice or related field preferred
- B. Minimum 3 years experience in a liturgical worship setting with knowledge of ecumenical protestant hymnody
- C. Demonstrated skill in team building and empowering others in service

Desired skills

Keyboard/Organ skills - Vocal coaching – Conducting – Teambuilding skills

Desired personal characteristics

- A. Creative individual with a caring attitude, excellent people skills, high integrity and a positive attitude
- B. Accessible, responsive, flexible and able to lead others, build teams and perform administrative tasks

Authority

- Spending is limited to budgetary guidelines, (which may be amended as required)
- The Traditional Worship Director, without approval from the Church Administrator or Church President, may not:
 - Acquire or dispose of any capital asset.
 - Discharge any subordinate reporting directly or indirectly. This is a decision affecting a person’s career and should only be done after careful reflection and discussion with the Personnel Team and the appropriate supervisors and/or leadership team, following personnel procedures.
 - Sign any contract obligating Christ the Savior.

Accountability & Acknowledgement

The Traditional Worship Director is accountable to the Lead Pastor and subject to guidance from the Magnification Area leader.

Because of the nature of the role, this person must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are important.

The position description above is not a contract for hire and is not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position. Additional duties and responsibilities may be added, or duties and responsibilities may be altered, changed or removed. I acknowledge that this position is an at will position at Christ the Savior Lutheran Church and that my employment may be terminated at any time, with or without cause.

I have reviewed the job description above. I can perform all of the functions of the job.

I have reviewed the job description above. I can perform all of the functions of the job with the following reasonable accommodations:

Employee Signature _____ Date _____

Printed Name _____