

Alleluia! Lutheran Church

Job Description

Job Title: Worship & Music Director

Reports to: Lead Pastor

Location: Alleluia! Lutheran Church

Department: Worship and Music

Type of position: Full-Time

Hours: 40 hours

FLSA Classification: Exempt//Salaried

General Description: In collaboration with the Lead Pastor, oversees, develops, and implements all aspects of worship and music at Alleluia! Lutheran Church. The Director plays a key role in leading worship at all weekend worship services and special services to help the congregation experience God's revelation and respond in acts of worship. Displays excellent worship leadership skills and has familiarity with both traditional and contemporary worship/music and connecting with different generations.

Essential Duties

Alleluia! has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. Our work ethic and culture are established and reinforced by key leadership roles such as this. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

Leadership Responsibilities

- Work in collaboration with the Lead Pastor to effectively create and articulate the goals and vision for worship
- Inspire and engage the congregation in worship
- Lead the congregation for all worship services and special services/events at Alleluia! (Christmas Eve, Holy Week, Ash Wednesday, etc.)
- Oversee the scheduling, recruiting, training and communication with all worship personnel
- Lead weekly rehearsals for all worship services, and all special services at Alleluia!
- Oversee all ensembles, adult choirs, groups for worship and/or supervise staff who do
- Supervise staff/volunteers who lead youth and children's bands, choirs, and ensembles
- Oversee all worship technology including soundboard, sanctuary computer, projector, and projection software
- Oversee music copyright and licensing which currently includes Pro-Presenter, CCLI and CCVI memberships/subscriptions for all Alleluia! Ministries

Management and Administration:

- Director reports include: Media Director, Volunteer Coordinator and Lead Singer
- Oversee the work and performance of direct reports
- Direct scheduling for direct reports and indirect scheduling for special event volunteers
- Conduct regular (weekly) one on one meetings with direct reports
- Maintain Music Ministry budget
 - Obtain Lead Pastor and/or Church leadership approval of expenses outside of budget or over \$500
 - Develop and implement regular fundraisers to help pay for equipment
- Connect weekly with Media Director and Creative Director in sound and slide presentations
- Serve as part of team, including staff members, congregation and other volunteers to foster a supportive atmosphere, sharing in generating ideas, renewing the church's vision for ministry, and addressing challenges
- Attend all regularly scheduled church staff meetings
- Maintain orderly (labeled) inventory and equipment storage in designated spaces.

- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

Recruitment and Training:

- Recruit, train, and encourage all worship and music volunteers
- Recruit and oversee all vocal and instrumental soloists for worship
- Provide spiritual leadership for all worship and music volunteers

Communication:

- Communicate with Lead Pastor, Media Director, Worship Volunteer Coordinator and Creative Director re: weekly worship
- Communicate with all worship team volunteers
- Ability to establish, cultivate, and nurture high value relationships with the Church staff, congregation
- Ability to influence leadership by providing recommendations for programmatic improvement
- Demonstrate judgement and poise when presenting information and or recommendations to staff and congregation
- Demonstrate discretion when dealing with confidential issue
- Demonstrate effective emotional intelligence and intuition necessary to appropriately engage with multiple personalities in a variety of environments
- Demonstrate professional presence; verbal/written presence
- Effective collaboration with youth, families, staff, volunteers and other congregation members
- Ability to produce top-quality work under pressure, with minimal direction, when dealing with competing priorities and exacting deadlines
- Strong interpersonal skills and ability
- Focus on continual improvement
- Ability to read, write, and comprehend English

Musical Proficiency:

- Strong foundation in music with good understanding in music theory
- Ability to lead group of musicians
- Knowledge of various worship music genres, including traditional, contemporary, and multicultural worship songs

Spiritual Requirements:

- Demonstrate the mission, vision, values, and culture principles of Alleluia! Lutheran Church
- Possess a genuine love for worship and a desire to lead others into a deeper experience of worship
- Possess a good understanding of biblical principles and be able to integrate them into worship service

Education and Experience

- Preferred Bachelors Degree in Music
- Minimum of 3 years of experience in worship leadership
- Experience successfully managing people
- Demonstrated clear and effective communication and interpersonal skills

Physical Requirements:

- Ability to play musical instrument (piano/keys and/or guitar preferred) or strong vocalist
- Ability to use office equipment, keyboard and mouse technology
- Flexible hours are required to accommodate Christian holidays with services

Employment at Will:

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Reviewed/Approved by: Alleluia! Lutheran Church Council

Updated: December 2025