

## ***Good Shepherd Lutheran Church***

**Position Title** Director of Music Ministry

**Position Type** Full Time

**Supervisor** Senior Pastor

### **Position Description**

The Director of Music Ministry manages the music program of Good Shepherd Lutheran Church for the glory of God and consistent with the high standards and traditions of the Lutheran Church. The Director of Music Ministry, as the spiritual leader of the music program at Good Shepherd Lutheran Church, has oversight over all of the music ministries of the church. Although not required, the Director of Music with organ proficiency and passion may also opt to fulfill duties as Primary Organist.

### **Specific Duties and Responsibilities**

#### A. Music Leadership

1. Plan and coordinate the music program, providing leadership and resources to the organist, choir directors and musicians.
2. Recruit musical talent from the congregation and the community. Encourage and retain volunteers by motivating, challenging, recognizing, developing and rewarding them.
3. Play/coordinate the playing of organ, piano, and/or keyboard for worship services. Coordinate the playing for weddings as requested, if the organist is unable to play. Play/coordinate playing for funerals as needed. Secure substitute organists/pianists when needed.
4. Direct the Sanctuary Choir and at least one additional choir. Coordinate for the leadership of all other choirs: Shepherd Song, Gentle Shepherd Choir, Celebration Ringers, HEARTSONG/EverBlest, Praise Gang, and Shepherd's Choir.
5. Coordinate and schedule all choirs and ensembles participating in worship services.
6. Select music for congregational singing and accompaniment for all worship services, and work with the church office on providing the necessary musical information for bulletin creation.
7. Provide for musical support if needed for Vacation Bible School, Summerfest, Shepherd's Quake and other special congregational programs.
8. Arrange accompaniment for rehearsals or worship if the need arises.

9. Maintain professional standards and musical competency through practice and performance, attending continuing education opportunities, and reading professional publications.

## B. Liturgical Support

1. Participate with the pastors in the planning of worship and other musical activities in the congregation.
2. Look for creative opportunities to nurture and grow the music program as a vital part of worship.
3. Periodically present new music to the congregation in an informative manner, respecting the traditions of the Lutheran church and GSLC.

## C. Administrative Responsibilities

1. Supervise all paid and volunteer members of the music staff, and secure substitutes when necessary.
2. Participate with the Church Council, staff, and music leaders in developing and facilitating short-range and long-range goals for the music program, ensuring a cohesive vision.
3. Attend and participate in weekly staff meeting.
4. Oversee the development of the annual Worship and Music Spending Plan and administrate the expenditures of the approved plan.
5. Order music and supplies for worship and obtain copyright permissions as needed.
6. Manage the music library including all choral, liturgical and instrumental music.
7. Work with the Communications Director to manage communications for the music program including publicizing information in all GSLC media outlets.
8. Oversee maintenance and tuning of church-owned musical instruments. Make recommendations for timely replacement or purchase of musical instruments.
9. Prepare an annual report to the congregation and other reports as needed.
10. Take responsibility for other tasks as assigned and mutually agreed upon with the Senior Pastor.

## **Education, Skills and Qualifications**

1. Faith in Jesus Christ and the Triune God.
2. Bachelor's Degree in music, or equivalent education and applicable music experience. Master's Degree preferred.
3. Demonstrated knowledge of Lutheran liturgical practice, and use of music in worship.
4. Experience and competency directing choirs of all age groups.
5. Ability to work as a team player with staff and congregational leaders.
6. Ability to organize, lead, and relate to musicians of varying experience levels and musical backgrounds.
7. Enthusiasm for the church, its people and its music.
8. Excellent piano and organ skills strongly preferred.

## **The Congregation Offers:**

1. A competitive salary commensurate with experience.
2. Health benefits.
3. Paid vacation/holidays.
4. Retirement plan (403(B)).
5. Relocation assistance.
6. Yearly continuing education time and budget.
7. 1-month sabbatical after first 4 years.
8. An extensive music library and budget for new music
9. Prayers, support, encouragement and commitment.