

## Minister of Music

### 11-month Position

**Kingo Lutheran Church-ELCA** 1225 E. Olive St, Shorewood WI 53211 414-964-2620

**Reports to:** Pastor

**Status:** Part Time 11 hours per week, with more hours during Holy Week/Christmas

**FLSA:** Exempt

#### **Job Summary:**

The Minister of Music provides creative leadership and oversight to the music ministry at Kingo Lutheran Church and works with pastoral and congregational leadership to create vibrant worship that proclaims the Gospel, fosters spiritual growth and builds a welcoming, inviting and diverse community.

#### **Essential functions:**

- Directs and schedules rehearsals of the adult choir toward participation in worship, and during special services such as Thanksgiving, Christmas Day/Eve, Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Easter and Pentecost as determined in consultation with the pastor and worship planning team.
- Directs the Kingo Crown Choir in worship, twice per month (Sept-May 31 or Day of Pentecost).
- Directs the ministry of music as a means of encouraging the involvement of all worshippers.
- Leads worship planning meetings in collaboration with the pastor and congregation volunteers, coordinating seasonal liturgies, and hymn selections. Attends weekly staff meetings.
- Utilizes a range of music (e.g., traditional, world, contemporary) for worship services.
- Chooses Psalm settings for worship and rehearses with cantors and accompanist.
- Assists soloists and vocal ensembles to prepare vocal selections for worship services.
- Selects appropriate choral and solo music at least 4-6 weeks in advance of use in worship and communicates with appropriate musicians for weeks *when choir doesn't sing*.
- Recruits and coordinates instrumental musicians accompanying choral pieces, the liturgy, and special ensembles.

#### **Other Responsibilities:**

- Identifies and encourages children and youth to use their musical gifts in worship, and works with the Director of Cross Generational Ministry to prepare youth to perform musically during worship.
- Maintains the choral library, with the help from volunteers.
- Selects choral music and related supplies for purchase for the music program.
- Schedules regular piano and organ tuning, instrument repair, etc.
- Develops the annual music ministry budget request in concert with the pastor and worship planning team.

#### **Minimum Qualifications:**

- Degree in choral music direction or church music preferred
- Demonstrated experience in choral conducting in a church setting
- Experience with liturgical worship, preferably in a Lutheran setting
- Ability to select music in three or four parts appropriate to a smaller choir
- Demonstrates organizational and planning skills, and is comfortable with basic computer skills
- Knowledge and respect for copyright law

**Physical Requirements:**

- Able to move as necessary for conducting
- Able to speak publicly

**Core Competencies:**

- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding in the Christian faith; demonstrates integrity by walking the talk; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to share his/her faith. Encourages Christian humility and servant leadership in all relationships.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Kingo Lutheran Church. Can articulate those values / beliefs to others. Works with worship planning team to identify vision and goals in line with the mission and vision of Kingo.
- **Interpersonal Skills:** Establishes compassionate working relationships with people at all levels of the congregation, including pastoral, musical and other lay leaders; practices direct, honest and transparent communication. Employs the skills of active listening and openly accepts criticism. Productively engages and resolves conflict. Holds others accountable in a spirit of love. Engages people with a spirit of optimism and abundance, observing professional boundaries.
- **Initiative and Creativity:** Enjoys working hard; is action oriented and energetic about worthwhile activities. Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Personal Resilience:** Can effectively cope with change, risk and uncertainty; can shift gears comfortably; can act without having the total picture.
- **Team Building Skills:** Creates an atmosphere of musical learning, fun, spiritual growth and mutual care. Guides others in the process of sharing best practices and solving problems. Recognizes dysfunctional behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the choir.
- **Management Skills:** Demonstrates skill and flexibility in scheduling and planning. Understands his/her leadership style and temperament and adapts to meet the needs of the situation. Stretches people to try new skills and accept new levels of responsibility. Delegates and empowers volunteers. Knowledgeable about how congregational decision making and leadership works. Marshals resources (people, funding, material, support) to get things done.

**The Employee shall:**

- Carry out the above expectations
- Confer with the Pastor at least ten (10) days in advance in the event the music director must be absent on a Sunday or for another scheduled worship service
- Abide by the provisions of Kingo's employee handbook in force during the period of employment
- Arrange for a substitute for rehearsal or worship when on vacation or otherwise absent.
- Compensate professional substitutes, as necessary, for rehearsals and worship events beyond those included in vacation
- See Kingo Personnel Handbook for PTO