

Light of Christ Lutheran Church
Director of Worship and Music

Position Purpose: The Director of Worship and Music will create a dynamic worship experience at Light of Christ Lutheran Church by leading the Worship and Music Ministry including worship leaders, choirs, and other ministries in collaboration with the Pastor, other staff, committees and musicians in the congregation.

Primary Responsibilities:

- Provide vision, leadership, and coordination for the Worship and Music Ministry of the congregation
- Oversee all aspects of the congregation's Worship experience
 - Programming
 - Develop and grow the musical repertoire of the church in accordance with the Worship and Music vision
 - Rehearse and conduct the Adult Choral Choir
 - Develop and coordinate other choirs and special music of the congregation
 - Planning
 - Develop the outline and flow for Sunday and special worship services
 - Prepare Sunday and special worship services bulletin and slides
 - Production
 - Provide piano/keyboard leadership for weekly congregational worship services and special worship services including (but not limited to) Ash Wednesday, Mid-week Lenten worship, Maundy Thursday, Good Friday, Easter and Christmas Eve
 - Oversee AV support and facilitate music performances during worship services
- Provide ongoing recruitment of congregational musicians to grow all aspects of the Music Ministry
- Lead the Adult Choral Music Ministry
- Oversee the Youth and Children's Choirs in collaboration with Youth Directors
- Oversee Sunday School Music Ministry
 - Ensure age-appropriate worship music and special program selections
 - Develop plans for monthly Sunday School music performances during Sunday services
 - Provide musical direction for the Sunday School Christmas program and Vacation Bible School
- Supervisory authority for Youth Directors on matters relating to Youth and Children's Choir
- Supervisory authority for the Administrative Assistant on the production of bulletin and slides
- Other duties as assigned

Administrative Responsibilities:

- Attend monthly Worship and Music Committee meetings
- Attend weekly staff meetings
- Maintain copyright records and licenses as needed
- Liaison with Light of Christ Praise Team
- Manage musical instruments, equipment and music library
- Contribute information and music schedules for weekly bulletin, monthly newsletter and other communication pieces

Skills:

- Keyboard and piano proficiency
- Experience in choral conducting and some experience in instrumental conducting
- Ability to lead congregation in a wide variety of worship styles and settings
- Ability to relate to children, youth and adults
- A grace-oriented theology and life
- Ability to effectively incorporate technology, including basic knowledge of church sound system

Competencies:

- **Worship Leadership:** With the pastor, designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities, not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Interpersonal skills:** Establishes good working relationships with all others who are relevant to completion of work; builds appropriate rapport; uses diplomacy and tact, is approachable.

Accountability: The Pastor will supervise this position.

Hours: 40-45 per week (estimated).

Exempt, full-time position.

Participation in weddings or funerals will be separately compensated.

Educational Requirements:

Minimum requirement is a Bachelor's Degree (music degree preferred, but not required).

Physical requirements

- The physical requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Revised:: February 2019