

# SHEPHERD OF THE LAKES LUTHERAN CHURCH

## JOB DESCRIPTION: MUSIC DIRECTOR

**Position status:** Part-Time Employee (~15 hrs/week average)

**Reporting Relationship:** The Music Director works alongside the Pastor, Director of Youth and Family Ministries, and Administrative Assistant, and is ultimately accountable to the Church Council.

**Job Summary:** The Music Director encourages spiritual growth through music, develops and provides musical leadership for the musical ministries at SOTL consistent with the liturgy of the church.

### Essential Duties and Responsibilities:

- ❖ Use the organ, piano, and any other instrument(s) to accompany all musical ensembles as well as worship music for 2 weekly Sunday morning worship services at 8am & 10:30am, mid-week services at 7pm during Lent and Advent, and mid-week services at 7pm the first Wednesday of every month.
- ❖ Craft, develop, recruit and lead a variety of music ministry opportunities for all ages and ability levels for the purpose of leading and supporting Sunday morning worship services. This includes, but is not limited to, the Chancel Choir, Angelus Ringers, Children's Choir, Joyful Ringers, and Worship Band. There is also opportunity for solos, duets, trios, and other small ensembles.
- ❖ Ensemble participation in other services outside Sunday mornings may include Christmas Eve and Holy Week.
- ❖ Conduct a consistent schedule of rehearsals at times that best gathers the ensemble members and director.
- ❖ Communicate with members, parents, and the church office of any necessary changes to rehearsal times.
- ❖ Collaborate with the Pastor and worship team in the selection of worship liturgies and hymns.
- ❖ Provide music titles and other information to the church office on a monthly basis.
- ❖ Participate in all staff meetings and communicate regularly with the staff and Church Council regarding worship needs/plans.
- ❖ Plan and implement an annual "Advent Festival" worship service/concert to be held the second Sunday in Advent.
- ❖ Be responsible to purchase all necessary sheet music, music licenses, and supplies using the funds set aside by a pre-approved music budget while staying within the confines of that budget.
- ❖ Oversee the maintenance of all musical instruments including 3 pianos and the pipe organ.
- ❖ Submit for the congregation's knowledge and approval an annual proposed music budget and annual report to be included in a booklet for the congregation's annual meeting in January.
- ❖ Provide music for weddings, funerals, and memorial services when available at mutually agreed upon fees.
- ❖ Be responsible for developing policies regarding the use of the church's musical instruments and seek Church Council approval for any and all changes.

### Qualifications:

- ❖ Demonstrated knowledge of Christian worship and music genre's and traditions, including knowledge of Lutheran liturgy and modern/contemporary liturgies.
- ❖ Sufficient academic background (Bachelor's Degree preferred), training and experience necessary to perform Essential Duties and Responsibilities of the position, including knowledge and experience in planning music appropriate to the liturgical church year.
- ❖ Ability to relate well to adults and youth to inspire, teach, and lead ensemble members.
- ❖ Ability to inspire and enhance the congregation's worship experience through music.
- ❖ Ability to plan, schedule, prioritize, take initiative, and be self-directed on a variety of tasks.

**Other Information:**

**Salary:** Negotiable and based on experience

**Benefits:** None

- ❖ There is a possibility for some reimbursement for reasonable continuing education expenses. This is to be determined by the finance committee on a case-by-case basis.

**Vacation:** 14 days (with full salary) annually including 2 Sundays, to be taken in one-week increments.

- ❖ The Music Director will assist the church in obtaining a substitute.
- ❖ The church shall pay for the services of a substitute organist and/or director.

**Sick Leave:** Up to 2 paid days of sick leave during the course of one calendar year.

- ❖ In case of extended illness, the church may consider the granting of additional sick leave time.