

Grace Lutheran Church  
13123 Hwy 105 W., Conroe, TX 77304  
Phone: 936-588-1944 Email: [office@glcsconroe.org](mailto:office@glcsconroe.org)

Job Description: Director of Worship and Music

Grace Lutheran Church is seeking a Director of Worship and Music. The position will oversee all services, with an emphasis on both traditional and contemporary worship styles.

## Job Description

Job Title: Director of Worship and Music	Pay Grade: Commensurate with experience
Reports to: Lead Pastor	Effective/Revised Date: TBD
Direct Reports: None	½ time position (20 hours a week)

## Congregational overview

### *Mission*

The mission of Grace Lutheran church is "Living the Grace of God – where there's grace for you". We live this grace by creating a place that welcomes and includes all people, that nurtures and encourages a growing faith in all ages and generations, and that builds relationships with one another and with our neighbors.

### *Vision*

The vision of the worship and music ministry of Grace Lutheran Church is to enhance the mission "Living the Grace of God" through faithful, inspirational and creative worship that strives to reach across generations and engage worshippers through diverse worship styles, to the glory of God.

## Job Summary

In partnership with the Pastor, the Director of Worship and Music will provide leadership, creativity and diversity in worship, as well as integrate the gifts of the congregation into its worship life.

## Working Relationships

1. Works with and under the guidance of the Pastor(s) and is directly responsible to the Lead Pastor of the congregation
2. Leads and works with the worship team(s), administrator, church council, musicians (paid and volunteer), altar guild, ushers, greeters, readers, and other teams needed for the worship life of the congregation. This may include pre-school and custodial staff.

## **Job Qualifications**

1. A growing, maturing faith in Jesus and belief in the creeds of the church.
2. Some college preferred
3. Experience in worship leadership, such as organist/pianist, choir director and/or band leader.
4. Passion for recruiting, connecting and leading volunteers in various forms of worship leadership., and for connecting people to God and one another through worship and music.
5. Punctuality, responsibility and ability to work as a team member.
6. Ability to play a keyboard instrument (piano or organ) or another lead band instrument
7. Familiarity with some technology: Powerpoint, ProPresenter (our screen software) some music arranging software, and sound system operation

## **Duties and Responsibilities**

1. Work with Pastor and other worship leaders in planning and implementing worship
2. Communicate with worship assistants (Altar Guild, Ushers, Choirs, Special Services, Communion Assistants, etc. regarding any special needs during worship
3. Plan an annual music and worship budget for Grace Lutheran Church and operate within that budget during the budget year.
4. Supervise volunteer and contract musicians.
5. Train and work with sound and video technicians (paid and volunteer).
6. Provide and coordinate leadership for Choir, Bells, and Contemporary Band.
7. Oversee, organize, and update music libraries, copyright licensing, etc. so that the congregation is in compliance with such.
8. Attend bimonthly (twice a month) staff meetings, and provide reports to the council as needed.
9. Provide information for newsletter to the Administrator on the timely basis to inform the congregation of upcoming events and/or needs and plans of the worship and music ministry of Grace Lutheran Church.
10. Establish regular office hours (TBD)
11. Perform or align musicians for weddings and funerals.
12. Perform or align performers for the special seasonal services, including Lent, Advent and other special programs or events.
13. Develop a Contemporary Worship Service

## **Additional Requirements to apply:**

1. References, both work and personal
2. Current resume
3. Audition video playing or leading worship via Youtube

With further questions, please contact the Lead Pastor Diane Roth at 936-588-1944.