

Director of Worship and Arts Position Description

Overview

We are seeking to draw in young families and people in our community, and to honor our long-standing Mission Partners and preserve our Lutheran heritage, through diversity in worship that matches the wide range of people who attend St. Matthew. St. Matthew values its generational, ethnic and denominational diversity, and seeks to include all people in our life and ministry together. What connects us is that our worship, in whatever forms it takes, is rooted in the Good News of Jesus Christ.

The Director of Worship and Arts helps to fulfill our Mission of: IN, forming friendships and caring for each other; OUT, serving others in our community; and UP, connecting people to Jesus Christ as Lord. This position will work in direct partnership with and under the supervision of the Senior Pastor. The Director of Worship and Arts will also work with a Worship Planning Team to develop and direct a creative ministry of worship that will enable people to encounter the living God in a life-changing way.

Responsibilities

- **DEVELOP AND LEAD** a Worship Planning Team to provide high-quality, life-changing worship experiences for our Mission Partners, regular attendees and guests.
- **COORDINATE** all elements of weekly worship, including music, visual arts, drama and liturgical elements according to the season and sermon themes.
- **PLAN AND PREPARE** festival services, special services and events, and outreach performances.
- **BUILD AND LINK TOGETHER** a variety of styles and elements of worship that speak to our diversity.
- **EXPLORE AND IDENTIFY** talent and resources within the congregation and community, and engage them in worship services.
- Working with the Senior Pastor, **CREATE A VISION** for worship and **ESTABLISH GOALS** for success.

Essential Functions

- Plan, coordinate and lead worship services, including weekend, mid-week, festival, and holiday services.
- Select and prepare songs, hymns, videos, drama, dance and special music, for weekend and mid-week worship services, with attention paid to season and sermon themes.
- Lead a Worship Planning Team consisting of volunteers and paid staff.
- Attend meetings with the pastoral staff and Worship Planning Team to plan and debrief worship.
- Supervise all musicians, including the organist and band, and schedule musicians for worship services.
- Organize and run weekly rehearsals with the band, choir and other musical groups.
- Assist with the youth music ministry.
- Assign and schedule staff for worship services.
- Supervise a part-time assistant for Worship and Arts.
- Recruit and evaluate new musicians, vocalists, and performers for the various worship element teams.
- Coordinate children's choirs.
- Coordinate adult choirs.
- Organize continuing education for those involved with Worship and Arts.
- Coordinate concerts and special performances by our own and outside artists.
- Oversee all of the musical, audio/visual, and lighting equipment owned by St. Matthew, and provide for regular maintenance and replacement as needed.

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Skills and Abilities

- Excellent organizational skills.
- Ability to delegate.
- Experience leading a choir.
- Experience leading a multi-instrument band in a variety of music styles.
- Excellent musicianship (vocal and/or instrumental).
- Strong music theory; ability to read and write music, alter charts and keys, understanding of harmony.
- Broad knowledge of different types of music; ability to choose music to enhance the message and blend songs together harmoniously.
- Knowledge of or willingness to learn essential areas of Lutheran heritage and theology.
- Ability to recruit and engage volunteers, staff and congregation.
- Knowledge of video and music software preferred.
- Broad and deep understanding of the whole worship experience; individual parts, purpose, how they work together.
- Ability to artfully knit together traditional and contemporary forms of worship, including music and liturgy.

Characteristics and Traits

- Deep love for God.
- Gospel is his/her “North Star.”
- Collaborative, team spirit.
- Inclusive – a people person.
- Innovative approach to worship through music and arts.
- Flexible and patient; high standards but not a perfectionist.
- Connected to the arts community.
- A heart for teaching.
- Sense of joy that is evident.
- Humility.
- Genuine care and concern for volunteers and paid musicians who contribute to worship; prays for and with them.
- Willingness to listen and bend, but stand firm when important.
- Strong sense of vision for worship.
- Ability to use worship in outreach to community, outside the walls.
- Ability to reach and engage young families, and honor long-standing members.

Experience and Education

- Theological training or other similar education grounded in God’s word as reflected in the Holy Scriptures.
- Some experience leading worship preferred but not required.