

**Job description**: Director of Music Ministries

**Position status:** Part-Time Employee (Approx. 20 hrs./wk.)

**Reporting Relationship**: The Music Director works alongside the Pastor, Administrative Assistant, the Worship and Music Committee, and is ultimately accountable to the Church Council while directly reporting to the pastor.

**Job Summary:** The Music Director nurtures spiritual growth in the congregation through leadership in musical ministries, including both vocal and instrumental; providing an inclusive environment for those desiring to participate in the congregation’s music ministry.

**Salary Range:**  $22-28,000 annually, depending on experience and level of expertise to be paid bi-weekly with payroll deductions.

**Application Process:** Please send cover letter, resume, and two names of reference to Pastor Judd Delancey at [pastorjudd@shepherdlakes.org](mailto:pastorjudd@shepherdlakes.org)

**Essential Duties and Responsibilities:**

* Use the organ, piano, and any other instrument(s) to accompany all musical ensembles as well as the service music (including preludes, offertories, and postludes) for weekly Sunday morning worship service at 10:00am, mid-week services at 7pm during Lent and Advent, and special festival services of the congregation including Christmas Eve (two services), Maundy Thursday, and Good Friday during Holy Week.
* Collaborate with the Pastor to select music and plan liturgies for all worship services, along with preparing liturgists/song leaders beforehand.
* 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 general oversight of Adult Vocal Choir, Adult Bell Choir, possible Children’s Bell Choir, and special musicians.
* Conduct and communicate with members, parents, and church office a consistent schedule of rehearsals at times that best gathers the ensemble members and director.
* Report music titles and other licensing information at least a week in advance of worship service date to Pastor and Administrator.
* Report music titles and other information to the respective licensing organization online on a monthly basis.
* Communicate regularly with the staff and Church Council regarding worship needs/plans.
* Attend regular staff and Worship and Music Committee meetings.
* Maintain music library and 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, while following copyright laws.
* Oversee the maintenance of all musical instruments including two pianos, the pipe organ, and recommending any expenditures needed beyond budgetary allotments to the church council.
* Submit for the congregation’s knowledge and approval an annual proposed music budget and annual Music Ministry report to be included in a report for the congregation’s annual meeting in January.
* The Music Director shall have the right of first refusal to perform at all wedding or funerals. The fee for weddings and funerals shall be determined by congregation policy and is payable directly to the Music Director.
* Be responsible for developing policies regarding the use of the church’s musical instruments and seek Church Council approval for any and all changes.
* Collaborate with the Media Tech Team for appropriate balance of sound production and visual display for all worship services.
* Employ the musical talents within the congregation and hire musicians as needed for special services within the constraints of the budget.
* Represent the congregation in a way that aligns with its constitution, mission statement, and vision for ministry.

**Qualifications:**

* Displays a vibrant faith and trust in Jesus Christ with a strong desire to continually grow in faith and knowledge of Christian worship and music traditions, including knowledge of Lutheran liturgy or ability to learn it.
* Necessary musical skills and competencies in organ and piano, and the conducting of vocal choirs.
* Sufficient academic background (Bachelor’s Degree preferred), training and experience necessary to perform Essential Duties and Responsibilities of the position.
* Physical ability to climb spiral staircase to loft where organ is located.
* Ability to plan, schedule, prioritize, take initiative, and be self-directed on a variety of tasks.

**Other Information:**

**Benefits:**

* There are no health benefits, life benefits, or retirement benefits provided with this position. The church will pay income tax withholding, social security tax, and provide Workers Compensation as required.
* Compensation for continuing education, training, attendance at conferences and/or professional organizations will be negotiated.

**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.



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