

Joy Lutheran Church Job Description

Job Title: Director of Music Ministry

Reports To: Senior Pastor

FLSA: Full-time Exempt

Compensation: Based on experience and degree

Summary: The Director of Music Ministries fosters the congregation's spiritual enrichment through the ministry of music, providing vision and overall leadership of the music program.

Duties and Responsibilities:

1. Encourages and engages members to participate in the music ministry of JLC including but not limited to song leaders, soloist, and instrumentalists. *
2. Actively recruits and coordinates choir members, bell ringers, solo or ensemble vocalists and instrumentalists from the congregation for worship musical offerings. *
3. Plans, leads, directs, and coordinates in cooperation with the Pastor(s) the music for all worship services. *
4. Develops and leads worship and music planning team on a regular basis with Pastor(s) and other essential music leaders. Regularly reviews the overall worship life of the congregation.*
5. Directs the adult choirs (including but not limited to vocal and handbells). Selects relevant music for the choirs to offer on a regularly scheduled basis. Schedules and rehearses with adult music groups.*
6. Provides accompaniment for choir rehearsal as needed.*
7. Plays piano and/or organ. Provides accompaniment for regular and seasonal worship services as needed.*
8. Provides leadership for various worship styles in coordination with the Senior Pastor.*
9. Secures substitute organist/musicians for worship when needed.*
10. Develops and plans a children's and youth music program, including but not limited to choir, handbells, chimes.*

11. Provides assistance and leadership for rehearsals and worship participation of children and youth choirs and musicians. Serves as consultant for Sunday School, Children's programming, and youth ministry.*
12. Coordinates weddings and funeral music as needed.*
13. Attends weekly staff meetings, worship and music committee meetings, and additional meetings at management discretion.*
14. Develops and manages music ministry budget.*
15. Schedules routine maintenance of organ, pianos, and handbells.*
16. Maintains all necessary music supplies and the music library.*
17. Supports the mission and vision of Joy Lutheran Church, (JLC), the Rocky Mountain Synod, (RMS), and the Evangelical Lutheran Church in America, (ELCA).*
18. Cooperates with other ministries of Joy Lutheran Church.*
19. Maintains music license management and compliance. *
20. Performs other duties as required by management.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office applications and Microsoft Outlook.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from an accredited college or university; or equivalent combination of education and experience.

Specialized Training:

- Experience as a director of music ministry preferred
- Music director training preferred

Knowledge, Skills and Other Abilities:

- Recognition of the fundamental importance of music as spiritual enrichment.
- Demonstrate knowledge of Lutheran theology, liturgical practice, and use of music in worship
- Ability to be flexible and adapt to change
- Ability to work well with all congregational members
- Familiarity with sound board
- Working knowledge of additional instruments