

Morning Star Lutheran Church Position Description

Position Title: Director of Music Ministries

Primary Function: The primary scope of this position is to provide musical and administrative leadership for a comprehensive choral and instrumental music ministry. This position will plan, coordinate, and lead in these areas for the purpose of enhancing the worship experience at Morning Star Lutheran Church as determined through the consultation of the Pastor, musicians, and the Worship and Music Committee.

Administrative Responsibilities:

- Plans, organizes, and supervises the ministry of music including, but not limited to: children; youth; adults
- Participate in consultation with the pastor, the preparation of a comprehensive annual budget for the music program
- Operate within the guidelines of the congregationally approved budget for music ministry
- Will assist in the selection of hymns and special music with the Lead Pastor and other music staff
- Participates in regular staff meetings, attends Worship and Music Committee meetings, and participates in an annual review process with the Pastor and Personnel Committee
- Regularly maintains and updates the Morning Star music library
- May participate in continuing education opportunities as available within budget
- Works in collaboration with the Lead Pastor and Worship and Music Committee to develop a vision for a comprehensive music ministry, including collaboration in worship planning and other areas for growth including: special programs: bell/chime choirs; concert series
- Accept other duties or responsibilities as assigned by the Lead Pastor

Accompanist Responsibilities: (position may supervise/schedule organists/accompanists as required)

- Schedule an accompanist/organist for worship services on Sunday mornings and Saturday evening or other worship services as appropriate
- Schedule maintenance and tuning of instrument and report annually on its condition.

Director of Choirs (8:30 worship) and Music Ensembles (10:30 worship)

- Oversees the direction of weekly rehearsals for the Adult Choir as appropriate for worship (September through May)
- May serve as an accompanist or select an appropriate accompanist for the choir and/or the 10:30 worship music ensemble
- Schedule appropriate music for non-choir Sundays
- Plan, organize, and supervise the volunteer and/or contract musicians for the 10:30 worship service including, but not limited to: children; youth; adults
- Prepare in advance, in collaboration with the Pastor, choral music for festival Sundays
- Identify, recruit, and equip new members for the choir, worship music ensembles, and others with gifts appropriate for music leadership
- Expected to be present during all major worship festivals of the church year, i.e. Christmas Eve and Christmas, Ash Wednesday, Holy Week, Easter, Pentecost Sunday, and Reformation.

Qualifications and Skills:

- Bachelor's degree in music or related field (In some cases, prior musical experience may substitute for educational background)
- Experience directing choirs of all age groups as well as music ensembles, including vocalists and other musical instrumentation
- Knowledge of appropriate church music, including an understanding of appropriate music within the guidelines of Lutheran liturgical settings
- Knowledge of instruments, especially organ, as well as keyboard with ability sufficient to sight read hymns, liturgies, and anthems
- Experience with collaborative team ministry, including solid interpersonal skills and the ability to work well with others
- Ability to lead a Christian lifestyle above reproach
- Agree to work within the parameters and boundaries of the Morning Star Safe Church Policy, including a criminal background check

Status: Part-time (four weeks of vacation)

Overtime Status: Exempt

Supervised by: Pastor

Reports to: Pastor

Responsible Ministry: Executive Committee

Approved by the Morning Star Congregation Council July 9, 2018