



JOB DESCRIPTION FOR Director of Music Ministries

Approved by Council June 12, 2018

PURPOSE: To support the ministry of St. Matthews Lutheran Church by providing music leadership, including music education for children through adult ages. She or he will assist the Pastor in leading music in the congregation for the purpose of worship.

RESPONSIBLE TO: Council **REPORTS TO:** Pastor and Worship & Music Committee

QUALIFICATIONS:

- Ability to lead musical ensembles such as hand bells and vocal groups.
- Relates well with youth and adults.
- Planning and organizational skills.
- Sound moral character, dependable and responsible.
- Ability to work independently.
- Agree to a background check with a positive report.

DESIRED ABILITIES AND SKILLS

- Ability to competently play piano.
- Desired proficiency on multiple musical instruments and vocal performance.
- A willingness and/or understanding of the liturgical requirements of each service.
- Bachelor's Degree in music preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Encourage intergenerational participation within our music ministry. Recruit volunteers to serve as members of choirs and weekly cantors while working with office secretary to schedule weekly cantors.
- Direct choral/special music for all worship services with attention to liturgical year.
- Direct adult choral choir and hand bell choir: weekly practices September through May and perform regularly during those months.
- Select music and hymns for worship, working with the Pastor and organists.
- Coordinate scheduling of soloists, ensembles, instrumentalists and guest musicians and arranging special presentations of music, such as those at Christmas, Easter, and at other times that might be suitable for the overall enhancement of the music program of the church.
- All musicians and music leaders report directly to the Music Director.
- Serve as pianist at worship on occasion when an organist is not available or schedule a substitute.
- Accompany and/or coordinate accompaniment for special music performers.
- Assist our Worship Team for the monthly contemporary service and practice.
- Encourage youth to utilize their gifts of music within the life of the congregation. Assist and offer leadership to Sunday School, Confirmation, and High School Youth regarding music ministry.
- Regular worship attendance is a priority, but occasional pre-arranged Sunday's off are encouraged.
- Collaborate with other churches for musical ventures when they also align with ministries at St. Matthews.
- Manage annual music budget; purchase music and supplies; oversee maintenance of instruments.
- Attend continuing education events for personal and program development.
- Work in close harmony with the Pastor to relate music to church programs and services.
- Prepare Music Ministry Report for the Annual Congregational report.
- Perform any other tasks assigned by the Pastor related to music ministry of St. Matthews.
- Responsible for substitute musicians when the Music Director is unavailable for church services or events.
- Participate in scheduled Worship and Music Committee meetings as noted in next paragraph.

WORSHIP AND MUSIC COMMITTEE (From our Constitution)

This committee shall oversee the Worship life of the congregation. This includes working with the pastor, the music director, and musicians to conduct worship service in accordance with the liturgies of the Evangelical Lutheran Church in America. This committee shall have oversight of musical instruments, worship equipment, hymnals, musical supplies, and other devotional materials. Working with the Altar Guild, this committee shall arrange for the care of the paraments, vestments, banners, flowers, candles, and communion supplies. This committee can be combined with the Committee on Evangelism.