

Ministry Description

Director of Worship, Music and Arts

Our Saviour's Lutheran Church
"Inviting, Embracing and Equipping for the sake of Christ"

Scripture Foundation

"Shout for joy to the Lord, all the earth. Worship the Lord with gladness; come before Him with joyful songs.

Psalm 100:14

Ministry Focus: The ministry focus of this position shall be to envision, enable and/or administrate all the activities of the congregation which incorporate music, worship, and the visual/performing arts into the worship life of the congregation, supporting and enhancing the vision and mission of the congregation. This ministry is one that uses a collaboration of traditional, historic, liturgical, contemporary, new, and fresh songs, hymns, and expressions.

Qualifications: The Director of Worship, Music, and Arts should have a Bachelor's Degree or higher in Music OR equivalent experience. This person should have sufficient experience in the field of church music and programming to show the necessary administrative, musical, and ministry skills required for this position. This person should have both a love of God and a love of music and the ability to bridge the gap between 'traditional' and 'contemporary' worship expressions. This person should possess skills in some combination of the following areas ("*" indicates priority):

1. *Keyboard proficiency (piano and/or organ) adequate to effectively lead worship services—including liturgy, hymns, contemporary songs, prelude, postlude, and sometimes special offertory music
2. *Worship planning skills
3. *Supervision of the selection of music suitable for worship
4. *Computer skills necessary to use Microsoft Word, Powerpoint, Publisher, and Finale Music Notation Software
5. *Creative/visionary skills
6. *Organizational/Administrative skills
7. *Ability to encourage, teach, and welcome people of varying musical skill
8. Choral and instrumental conducting
9. Basic knowledge pertaining to sound engineering and the use of electronic instruments and equipment used to enhance worship

The Director of Worship, Music and Arts must be a committed Christian who is able to lead others in growth of their faith by word and example.

Coaching: The Director of Worship, Music and Arts receives support, guidance and evaluation from the Senior Pastor.

Duties and Responsibilities: (listed in order of priority)

- Coordinate worship services and leadership in collaboration with pastors and worship planning team (5 hrs/wk). Includes:
 - Planning liturgy, hymnody, and seasonal elements according to lectionary, sermon series, and any other focus for the service of the day.
 - Choose hymns and songs appropriate to the service and Scriptures of the day.
 - Leading worship planning meetings
 - Overseeing major scope of worship direction
 - Identifying and contacting occasional soloists and special music
- Lead worship (14 hrs/wk) **Hours include rehearsal/practice time.*
 - Lead through the use of piano and/or organ.
 - Accompany special music/musicians, as needed
 - Incorporate a variety of musical expression into worship the experience—including traditional, contemporary, liturgical, meditative, and up-beat, as appropriate to the setting and season.
 - Direct Choirs and special ensembles (primarily Sanctuary Choir, Set Free, and possibly band)
 - Lead weekly rehearsals
 - Direct in weekly worship
 - Purchase and organize all music assigned to groups and maintain music files
- Publish worship resources (7 hrs/wk). Includes:
 - Utilizing Microsoft Word to create, design, and update worship folders for each service each weekend.
 - Utilize Microsoft Powerpoint to create, design, and update powerpoint slides for all services held in the Sanctuary (including Sunday morning worship, Funeral services, Wedding services, Midweek services, and other special events)
 - Utilize Finale Music Notation Software in order to create music 'plates' to include in worship folders, when necessary.
- Administrative Duties (3 hrs/wk, average)
 - Attend staff meetings
 - Serve as Staff Liaison to the Congregational Care Team
 - Attend monthly council meetings
 - Provide leadership alongside lay advocate leader for Congregational Care Team
 - Report to council and congregation regularly regarding team activities, needs, etc.
 - Attend monthly coaching sessions with the Senior Pastor
 - Manage the budgeted allotment for the selection and procurement of appropriate music and related music supplies for the conduct of the music and worship ministry
 - Oversee other musicians on staff and coordinate schedules for leadership.
- Oversee seasonal decorations (.25 hrs/wk)
 - Supervise the changing of seasonal decorations, working alongside volunteers
 - Update resources and supplies, as necessary.
- Act as direct supervisor over all other music staff (.75 hrs/wk)
 - Meet monthly with assistant music staff and lead volunteers
 - Communicate regularly with music staff and volunteers

Compensation: The Director of Worship, Music and Arts' compensation package shall be reviewed annually during the formation of the budget. In addition to this compensation, she/he may use the church facilities for private music lessons and recitals as the calendar of congregational activities permits. This position is eligible for Sabbatical Leave, Continuing Education, Association memberships, and paid sick leave and vacation. Additional benefits (health, pension) will be discussed in person.

General Personnel Policies: All other matters regarding employee/employer relationships shall be as outlined in the OSLC personnel policy manual.