

JOB DESCRIPTION: Director of Worship & Arts

REPORTS TO: Senior Pastor

CLASSIFICATION: Salaried - 30 Hours per week

Purpose Statement: The Director of Worship and Arts works to help Trinity Lutheran attain its worship vision which is **“to be a place known for feeding people's souls through excellence in the shared word and music.”** This position plays a key role in making worship an uplifting, inspiring and meaningful experience.

Position Summary: The Director of Worship & Arts is a senior leadership position. As a leader this position’s primary role is to work with the pastor, staff, members and other contributors to shape and plan worship life in the congregation. The position works collaboratively with others to design the worship experience, select music, invite, engage and lead other musicians and contributors to worship. The Director of Worship & Arts is expected to bring his/her creative and musical ability to help create a consistently high-quality worship experience that feeds people’s souls.

Primary Responsibilities, Duties, and Performance Indicators:

Worship Planning

- Create weekly worship plans in collaboration with the pastor and other worship staff for the traditional and contemporary services.
- Create and implement seasonal worship themes in collaboration with the pastor and staff.
- Provide leadership and resources that support the worship life of the congregation.
- Discern the forms of music that are relevant to the greater community’s culture/context and Lutheran identity.
- Proofreads and approves the weekly bulletin/PowerPoint.
- Provides written and verbal communication with staff, musicians and participants as needed.

Worship Musician

- Serve as the primary pianist/musician that supports the worship life of the congregation
- Secondary instruments that would be beneficial are guitar, organ and/or drums.
- Recruit and engage other musicians both paid and unpaid within the annual budget set by the church council and program plan set by the Pastor with the administrative team.
- Schedule a substitute for any regular services when absent and have a substitute list available for any unscheduled services, such as a funeral.
- Provide leadership to other worship leaders, musicians and vocalists.
- Provide leadership and direct contemporary and traditional musicians.
- Schedules and leads regular practices as needed.

Worship and Arts Visioning

- Invites the leadership of the congregation to explore, envision and establish appropriate goals regarding how the congregation utilizes the arts to enhance and transform the worship experience of the congregation.
- The arts may include drama, dance, multimedia, paintings, music or other expressions of God's creativity.
- Collaborate with the Sound Room Team, Multimedia Team, Sanctuary Arts Team, and Altar Guild to create a cohesive worship experience.

Administration

- Meets with the Senior Pastor for a weekly worship meeting and as needed.
- Participates in staff meetings and other meetings necessary for worship life.
- Identifies and recommends resources and equipment necessary for the Worship and Arts ministry
- Inventory and order worship and music supplies within budget guidelines.
- Serve as primary staff person responsible for maintaining the music library, copyrights, and maintenance of Trinity's musical instruments and related equipment.
- Seeks feedback and input from all stakeholders in the congregation's worship life.

Budget and Reports

- Prepares a Worship and Arts budget recommendation annually and submits it to the Administrator.
- Prepare Director of Worship and Arts report for the Annual Report and submit to Office Manager by deadline.

Weddings/Funerals

- Plan and organize music leadership for funerals and weddings in accordance with church policies.
- Collaborate with Senior Pastor and wedding coordinator(s) as needed.

Background, Skills, and Qualifications:

- A Bachelor's degree in Music (Master's degree in Church Music preferred) or demonstrated experience in worship leadership.
- Highly skilled as a pianist, additional other instruments is a bonus.
- Background in both traditional and contemporary church music styles with a specific interest and ability in contemporary worship styles.
- Excellent interpersonal skills.
- Strong organizational skills.
- Ability to effectively engage with and motivate people.
- Communicate and work positively and effectively with volunteers, church members and community members.
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff.
- Handle emergencies as they arise.
- Maintain confidentiality in all matters.

- Function independently and use good judgment in decision making related to duties.
- Adjust working hours to accommodate workload as needed.

Spiritual Life and Self Care: Attend to your spiritual life and personal needs in a way that fosters wholeness and vitality in ministry.

Support: Support for this position will be provided by all co-workers on our personnel committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource to all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.