

**JOB DESCRIPTION:** Worship Director

**REPORTS TO:** Senior Pastor

**CLASSIFICATION:** Salaried ~ 20 Hours per week

**Purpose Statement:** The Worship Director 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:** This position’s primary responsibility is to direct, lead, and facilitate expressions of worship in such a way that all feel welcomed to share their gifts. Music can be a tool for leading people to Christ and strengthening their faith. In worship, the goal is not performance or glory for ourselves, but to bring glory to God. The music team provides an opportunity for those involved to experience ministry and community while growing in their faith.

**Primary Responsibilities, Duties, and Performance Indicators:**

**Leadership and Coordination of Musical Groups**

- Lead all Sunday worship services and special services such as Lent, Christmas etc.
- Find quality substitute musicians when absent from worship services.
- The music director will lead music teams/groups including: New Creation Choir, a praise team band, and other musical teams to be determined.
- Coordinate rehearsal and worship schedules for various music teams.
- Recruit volunteers and hire musicians (within budget parameters) to assist with various music items as needed.

**Music selection and preparation:**

- Oversee and coordinate all musical aspects of worship.
- Serve as the primary pianist/musician that supports the worship life of the congregation.
- Create year-round, seasonal and weekly worship plans in collaboration with the pastor and other worship staff.
- Select, and purchase if necessary, music for the team(s) to sing/play based on the assigned lessons/Gospel for the day, or, in some instances, a special theme that has been chosen.
- Stay abreast of modern worship music.
- Provide for a qualified substitute when absent.

**Office and Budget Responsibilities**

- Prepare and submit a budget request to the Administrator annually.
- Maintain music files.
- Attend staff meetings regularly.
- Communicate with staff and volunteers regularly.
- Serve as primary staff person responsible for maintaining the music library, copyrights, and maintenance of Trinity’s musical instruments and related equipment.
- Proofreads and approves the weekly bulletin/PowerPoint.

**Special Events/Combined Programs:**

- In collaboration with other staff, share in planning and carrying out special events/concerts. (Examples: Christmas concert with all music groups participating, concert series, etc.)
- Play for funerals and weddings or arrange for a substitute musician.

**Background, Skills, and Qualifications:** A bachelor's degree in a related field or equivalent work experience. A background in a variety of church music styles and experience conducting:

- Thorough experience and proven effectiveness in musical direction and vocal leadership.
- Highly skilled as a pianist, additional other instruments are a bonus.
- Background in contemporary church music styles with a specific interest and ability in contemporary worship styles.
- Willingness to take risks and try new approaches.
- Excellent interpersonal skills
- Strong organizational skills
- Meet the public tactfully and courteously.
- Communicate and work positively and effectively with volunteers and church members.
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff team.
- 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.

**Authority and Freedom to Act:** This position is free to select music for the music team to sing/play based on the Scripture readings and to purchase music and supplies for the music team within the budget as adopted at the annual congregational meeting. The scheduling of rehearsal times and space for the choir and all special music and events will be done in collaboration with other staff keeping the entire church calendar in mind.

**Support:** Support for this position will be provided by all co-workers on our staff and the 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.