

Salem Lutheran Church

Job Description

Job Title: Director of Music & Worship Ministry
Pay Range: \$14,000-\$16,000
(commensurate with education and experience)

FLSA status: Exempt
Average hours per week: 15

***As we value forming a new relationship, if you are interested in the position please call as we are open to conversation**
** As this is a part-time position, we will seek to be adaptive with applicants who have another job. ***

Position Summary:

Salem Lutheran Church seeks a part-time Director of Music & Worship who is passionate about reaching people through worship, creative use of language, music, arts and media. SLC seeks to build on its strong tradition and commitment to develop quality music ministries through traditional choir, contemporary musicians, instrumentalists and soloists.

Position responsibilities:

1. Plan and coordinate the music ministry, providing leadership and resources to musicians.
2. Participate with Pastor and Worship & Music Team in the planning of worship and other musical activities in the congregation.
3. Schedule all choirs, ensembles and qualified accompanists participating in worship.
4. Schedule accompanists for choir rehearsals, weddings and funerals.
5. Direct, coordinate, educate and train traditional choir and contemporary music groups; Hold weekly rehearsals.
6. Recruit and facilitate participation from all age groups within the congregation.
7. Make available new resources and ideas for musicians.
8. Work with Worship & Music Team to:
 - a. Determine and submit the annual budget requirements for the music program and administrate the expenditures of the approved budget, including compensation for accompanists and guest musicians.
 - b. Review and make recommendations for the maintenance of all instruments (organ, piano, keyboards, etc.)
9. Maintain the music library.
10. Maintain professional competency such as by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and/or reading professional journals.
11. Coordinate time-off with Pastor. In Pastor's absence, assist guest pastors and/or presiders in worship leadership.
12. Maintain regular communication with staff, pastor and congregation

Essential skills and experience:

1. Commitment to Salem Lutheran Church's mission
2. Strong music leadership background
3. Familiar with, or willing to learn, about the theological themes of the Church seasons and calendar year
4. Skill and experience in accompanying congregation and choir at piano; playing organ is a plus
5. Ability to work well with others and participate collegially with staff and congregational leaders
6. Leadership: a demonstrated ability to lead volunteers and get results through others
7. Planning: the ability to think ahead and plan over a one-year and multi-year time frame
8. Excellent interpersonal and communication skills
9. Time management: the ability to organize and manage work schedule and multiple priorities

Non-essential skills and experience:

2-3 years job related experience desirable
Degree in related field
Experience with audio-visual equipment

Physical demands and work environment: The physical demand characteristics described are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee occasionally requires standing; sitting; using hands to finger, handle, or feel objects, instruments or controls; reaching with hands arms; climbing stairs; talking; hearing. The employee must occasionally lift and/or move up to 50 pounds unassisted. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

General sign-off: The employee is expected to adhere to all church policies and to act as a role model in the adherence to policies. The above statements describe the general duties that constitute the work of the position and shall not be considered a detailed description of the work requirements inherent in the position. This job description is not an employment agreement of contract. The Pastor has the exclusive right to alter this job description at any time without notice.

Supervisor: The day to day supervisor will be the Pastor.

Evaluations: This position will have a 90-day evaluation by the Pastor. A year-end evaluation will occur in November by the Pastor.

Grievances: Should there arise a grievance with the Pastor, the Personnel Committee will hear the grievance and make recommendation(s) to the Pastor, Executive Committee and/or Church Council.

Meetings: To be negotiated

Schedule: To be negotiated

I have read and understand this explanation and job description.

Signature: _____

Date: _____

Send Inquiries and Applications to:
Salem Lutheran Church / Music Ministry
2529 N. LaVenture Road
Mount Vernon, WA 98273
Email: office@slcmv.org

Position posting: May 2021

360-336-3600