

## **Hope Lutheran Church**

*Our Hope is to worship God,  
celebrate the good news of Jesus Christ our Saviour,  
share in His community,  
and witness his love to the world.*

### **Position Description: Director of Worship Arts (Updated November 2022)**

#### **Purpose**

To share the good news of God through the worship arts. This person is responsible for planning, coordinating and developing music ministry at Hope; and building connections and nurturing relationships with the music community of the region.

#### **Personal Qualifications**

The Director of Worship Arts is someone who has:

- a strong commitment to Christ, to the vision and mission of Hope Lutheran Church and to the ministry of music in the church;
- a good understanding of Lutheran tradition;
- proficiency with a musical instrument;
- awareness of visual arts in a worship setting;
- commitment to working as part of a staff and volunteer team;
- self-motivation and leadership skills;
- strong organizational skills, problem solving and communication skills;
- an ability to set goals and follow them through;
- an ability to work cooperatively with music volunteers and staff members;
- an ability to deal with sensitive issues and information while maintaining confidentiality and a respectful environment;

#### **Qualifications and Special Skills**

##### **Desirable**

- accreditation on primary musical instrument and/or proven experience at leading congregational worship
- interest and ability to coordinate visual arts in worship (e.g. paraments, other seasonal decor)
- familiarity with Audio-Visual systems;
- experience in choral directing;
- formal vocal training;
- familiarity with computers, especially MS Word, MS Excel, and Google apps.

### Continuing Education

The incumbent is encouraged to seek out workshops and training opportunities appropriate to the position. The congregation may, from time to time and at its discretion, fund participation in such activities in whole or in part upon formal request from the Director of Worship Arts to the Worship and Music Ministry Group.

<b>Duties and Responsibilities include:</b>	
<b>Musical</b>	
Arranging for musical accompaniment of all worship services, including midweek and special service events.	
Arranging for volunteer musicians or musical ensembles to accompany worship approximately once per month. Involvement may include recruiting, scheduling, coaching, directing, or accompanying. Musicians may be vocal soloists or choral groups, instrumental soloists or groups.	
Maintaining technical skills and ongoing professional development;	
<b>Relational</b>	
Identifying opportunities for music ministry within the church and implementing as appropriate;	
Booking musical ensembles from the community to perform and/or rehearse in the church space;	
Encouraging members of the congregation who play musical instruments and/or sing at an appropriate level of skill to participate in the liturgy;	
Working with volunteers to assist in planning and setting up seasonal and liturgical decor in the worship space;	
Convening meetings of the Worship & Music committee;	
Scheduling volunteers for roles in leading worship (e.g. Assisting Minister, Cantor);	
Meeting regularly with the pastor for seasonal and thematic planning of worship services;	

<b>Administrative</b>	
Arranging for hymns and other service music, theologically appropriate, in keeping with the liturgical season, and appropriate to the congregation's context;	
Managing the church music library; acquiring new music and/or literature as necessary;	
Ensuring all musical instruments are properly maintained; reporting to the Worship & Music committee concerning the condition and repair requirements of all instruments used in the music program; scheduling regular tuning of the organ and piano;	
Submitting a budget request to the Worship & Music committee, to include the cost of instruments, music materials, training, workshops, repair and maintenance costs of instruments, etc. This shall be done in a timely fashion according to a schedule laid out by Council.	

#### **Relationships and Accountability**

- Serves the congregation of Hope Lutheran Church by working to enhance and enrich the praise of God through the worship arts;
- Works under the supervision of the Pastor and reports to the Church Council through the Worship and Music Ministry Group;
  - The Worship and Music Ministry Group works to plan and arrange for leadership of worship experiences which
    - reflect a Lutheran heritage;
    - are open to a broad range of musical styles;
    - are grounded in the ancient ecumenical tradition of the church;
    - are open to the current and future practices of the wider church in worship.

**Hours:** Annual average of 10 hours per week (actual hours will vary throughout the year)

**Salary:** Salary will be based on qualifications and experience as outlined in the [RCCO salary table](#) plus benefits (pension and vacation) and \$250 for Continuing Education.

**Vacation:** 2 weeks (including 2 Sundays)