

# **Abiding Savior Lutheran Church and School**

## **Position Description**

**Position Title:** Director of Music Ministry

**Reports To:** Senior Pastor and the Board of Elders

**Position Status:** Exempt; 30 hours per week

### **Expectations of the church regarding the Director of Music Ministry:**

The Director of Music Ministry agrees to perform faithfully and to the best of his or her God-given abilities all of the duties that may be required by the express and implicit terms of this position description to the glory of God and the edification of God's people.

The Director of Music Ministry is not required to be a member of Abiding Savior Lutheran Church. However, he or she is encouraged to attend new member classes to better understand what the congregation teaches and confesses. While knowledge of Lutheran liturgy is not required, a willingness to learn is expected. Regardless whether the Director of Music Ministry is a member of Abiding Savior or not, he or she is a representative of Abiding Savior in the community and a representative of Jesus Christ to the world.

### **The goals for the Music Ministry are to:**

- Build and sustain congregational singing at all worship services.
- Deepen liturgical understanding and prayer at all worship services through the use of appropriate hymns, songs, and anthems.
- Promote attendance at all worship services through the quality of liturgical music.
- Encourage committed participation in musical ensembles.
- Utilize the talents of musicians and other artists where appropriate/possible.

### **The goals for the Director of Music Ministry are to:**

- Foster a prayerful, singing congregation by educating the membership about church music styles, improvisations, and arrangements.
- Support the Gospel message through all forms of music.
- Participate with church leadership to promote congregational goals.
- Assume responsibility for tasks as mutually agreed upon with the Pastor.

### **The Director of Music Ministry should exhibit the following skills:**

- A demonstrated ability to serve as an organist, a pianist, and a choir director.
- Vocal skills sufficient to serve as a cantor and to lead congregational singing.
- The ability, comfort and willingness to teach musical skills and worship concepts to all age groups.
- An attention to detail.
- A collaborative, adaptive and flexible mindset to work well with others and to adjust to changes and unexpected situations.
- A demonstrated willingness to be creative and innovative.
- An ability and willingness to work independently when needed.

### **The Director of Music Ministry should exhibit the following competencies:**

- Experience with both adult and children's choirs, instrumental and vocal ensembles, and traditional and contemporary ensembles.

- Knowledge of and comfort with music theory and arranging.
- Knowledge of and comfort with liturgical music literature in all forms and styles for congregations, choirs, ensembles, vocalists and instrumentalists.
- Experience in enhancing worship themes through music.
- Familiarity with necessary software, online resources, recording equipment and different musical instruments.

**Duties and Responsibilities:** The Director of Music Ministry is responsible for all music associated with scheduled worship services. Additionally, he or she assists others to include music in religious education, social activities, outreach and evangelism efforts of the church and preschool. The Director of Music Ministry is responsible for the following ongoing activities:

- Provide liturgical music at Sunday morning services as accompanist and choir director.
- Serve as song leader and accompanist for other scheduled liturgical services.
- Serve as music coordinator and accompanist for weddings and funerals.
- During planned absences make every effort to ensure competent musicians support these same services.
- Participate in the planning of all liturgies.
- In consultation with the Pastor, is primarily responsible for choosing, rehearsing, and presenting the music used in all regularly scheduled and special liturgical events.
- Procure, maintain and oversee the church inventory of instruments, music, the music library and all music-related equipment.
- Assure the church's pipe organ, all pianos and other instrumental inventory are maintained according to manufacturers' standards.
- Oversee and maintain licensure as needed for the lawful use of copyrighted materials.
- Track, collect and report annually the necessary and/or requested usage reports for the lawful use of copyrighted materials.
- Work with both the Outreach and Evangelism Team Leader and the Activities and Events Coordinator to plan and implement music-based outreach events.
- Submit input to the monthly church newsletter regarding Music Ministry activities.
- Maintain professional competency by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and reading professional journals.
- Attend weekly church staff meetings plus other meetings deemed necessary or appropriate.
- Prepare and oversee the annual Music Ministry budget.
- Recruit, organize, train, and direct choirs/ensembles plus plan and conduct weekly rehearsals for these groups. The groups, as currently organized, are:
  - Senior Choir. A traditional SATB choir.
  - Praise Team. A contemporary choir of singers and instrumentalists.
  - Chime Choir. A group ringing 4 octaves of choir chimes. (Currently dormant)
  - Brass Buddies. A group of brass musicians.
- Promote, support and develop the musical involvement of children and youth in praise, worship, education and fellowship, including Vacation Bible School. Planning, direction and accompaniment may include:
  - Preschool music ministry
    - Weekly chapel.
    - Special programs.
  - Sunday School Music
    - Christmas program.
    - Singing in a church service. (Currently dormant)

➤ Youth

- Encourage youth involvement in service music, both instrumental and vocal, given interest and availability.

The Director of Music Ministry is encouraged to be available for church events throughout the year. Personal time and vacations should be scheduled in a manner that minimizes absences during important church activities, and always in coordination with the Pastor.

The Director of Music Ministry is hired by the congregation through the Church Council upon the recommendation of the Pastor and the search committee. The Director of Music Ministry is hired to assist the Pastor in carrying out the mission, goals, and objectives of the congregation through music ministry activities.

As a member of the church staff, the Director of Music Ministry reports directly to the Pastor. The performance of the Director of Music Ministry will be evaluated at least annually by the Pastor, in consultation with the Board of Elders and the Church Council, in accordance with procedures established for the evaluation of church staff.

Adopted: March 25, 2025