

Director of Music Ministries Position Description

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The Director of Music Ministry works to coordinate all aspects of music for services of worship and supervises all activities relevant to the congregation's music programs. The director accompanies or arranges accompaniment for all services of worship and consults with the Pastor ensuring that activities integrate into the total mission of the congregation.

Primary Tasks and Responsibilities:

A. Coordinate and Plan Worship/Music

1. Work with the Pastor to plan and facilitate worship objectives for all regular and special worship, including:
 - Choose liturgies, hymns, and special music to reflect the seasonal church calendar
 - Study texts and resource materials
 - Clarify sermon text and other focus for the music, as needed
 - Coordinate with worship committee
2. Recruit, develop, and supervise volunteer musicians to support and accompany the music ministry during worship. If volunteer musicians are not available to achieve worship objectives, paid musicians may be contracted within Worship and Music Committee guidelines.

B. Plan and Develop MLC's Music Ministry

1. Oversee and facilitate communication with and among all musical groups within the congregation.
2. Direct or recruit volunteers to direct all music groups including youth, children, handbell choirs, praise bands, and other instrumental groups as needed and schedule these groups regularly in worship.
3. Provide support and training to volunteer directors, including transcription, procuring of music, or other support as needed.
4. Attend staff meetings, Council meetings (if schedule allows), and Worship and Music Committee meetings. Additionally, the director communicates music program needs to the Pastor, Council Representative, or Council and acts as a liaison to all musicians.
5. Develops special music programs outside regular worship services; examples may include: Music Camp, Music at Messiah, Talent Show, or other programs as created or scheduled.
6. Encourage and invite congregation members and guests to use their musical gifts to the glory of God and emphasize 'offering gifts to the glory of God' rather than performance.

C. Accompany and Rehearse

1. Accompany worship for all regular and special services.
2. Practice liturgy, hymns, prelude, offertory, postlude, and special music for each service of worship.

3. Accompany the Adult Choir and other groups, including rehearsals, and oversee music selection.
4. Accompany concerts, dramas, plays, and other musically supported events scheduled by the congregation, or recruit a suitable replacement accompanist.
5. If available, provide organ/piano music for funerals, memorial services, and weddings in the church when music is requested. An additional fee is required for these services.

D. Music Administration

1. Handle administrative details, such as submitting budget needs, coordinating the maintenance of musical equipment and materials, maintaining a file system for music, securing copyright approvals, submitting repertoire selections for the church bulletin, submitting articles for the church newsletter, and maintaining a musical instrument and equipment inventory.
2. Work with staff to oversee the Christian Copyright Licensing, International, Evangelical Lutheran Worship, and One License licensing needs. Maintaining these annual fees should be executed by the office or administrative staff.
3. Procure musical instruments and equipment as needed, including borrowing or sending purchase recommendations to the council.

Supervision:

The Director of Music Ministries reports to the Pastor.

Qualifications:

1. Demonstrated excellence in accompanying worship and playing solos on both piano and organ is preferred. Proficiency at either piano or organ is required.
2. Work as a team player with the Pastor, staff, musicians, committees, and congregants.
3. Background in planning liturgical worship is required. Knowledge and appreciation of Lutheran liturgical arts and practices are preferred.
4. Excellent communication skills and volunteer management skills (recruiting, training, and encouraging others) required.
5. Required organizational skills: time management, delegation, long-range planning, financial management, and budgeting.
6. Choral and instrumental conducting skills are preferred. (Additionally, experience with planning and leading vocal or instrumental rehearsals preferred, and a background in vocal and/or instrumental pedagogy preferred.)
7. Understand a broad range of music and musical instruments and be able to advise others on the use of various instruments.
8. Capable of self-motivation and functioning without direct supervision.
9. A bachelor's degree in either music or music education is preferred.
10. Willing to improve knowledge and skills through coursework, private instruction, workshops, or professional associations. Continuing education funds may be used when available.
11. Remember at all times that you are a representative of Messiah Lutheran Church, reflecting a Christian attitude and behavior in dealings with the Pastor, congregation members, and the community.
12. A staff-level background check is required.