

Salem Lutheran Church

Job Description

Job Title: Director of Music & Worship Ministry

FLSA status: Exempt

Pay Range: \$12,000 - \$14,000

Average hours per week: 15

*** As this is a part-time position, we understand and will seek to accommodate applicants/employees 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 program, providing leadership and resources to accompanist(s), organist(s) and lay leaders active in the program.
2. Participate with Pastor 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. Train and schedule sound and projection tech volunteers for worship events.
9. Attend regular staff meetings and work with the Pastor, Worship & Music Team (Committee) or other congregational committees for short and long-term planning.
10. 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.
11. Maintain the music library and supervise the maintenance of all instruments (organ, piano, keyboards, etc.)
12. Participate with the church staff, Pastor(s), and other leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed with the Pastor.
13. Maintain professional competency by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and/or reading professional journals.
14. Coordinate time-off with Pastor; In Pastor's absence, assist guest pastors and/or presiders in worship leadership.
15. Maintain regular communication with staff, pastor and congregation
16. Regularly attend worship and participate in life of the congregation

Essential skills and experience:

1. Commitment to Salem Lutheran Church mission
2. Bachelor's degree in music, church music, or other related degree. Minimum 2 years of experience in directing choirs of all ages and/or accompanying (or similar, related position) strongly preferred.
3. Familiar with, or willing to learn, about the theological themes of the Church seasons and calendar year.
4. Skill and competency at the keyboard, and a working knowledge of other instruments, including organ, desired.
5. Ability to work well with others and participate collegially with staff members, Pastors, and congregational leaders.
6. Ability to coordinate and effectively communicate with volunteers.
7. Leadership: a demonstrated ability to lead volunteers and get results through others
8. Planning: the ability to think ahead and plan over a one-year and multi-year time frame
9. Excellent interpersonal and communication skills
10. 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

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 Lead Pastor has the exclusive right to alter this job description at any time without notice.

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

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

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

Meetings: It would be preferable and beneficial to attend weekly staff meetings (or other regular meeting with the Pastor), regular ministry team meetings (monthly, semi-monthly), quarterly Council meeting, and quarterly & annual congregational meetings.

Schedule: A suggested, negotiable, regular schedule would be Sundays 8:00am -12:00pm; Wednesdays 6:00pm-9:00pm (preparation, rehearsals); 2 hours with Pastor and/or Staff; 6 flexible hours per week (preparation, scheduling, meetings, events, etc.). These hours will include special seasonal worships and preparations (Advent, Christmas, Lent, Easter). The summer schedule will be flexible depending on ministries and programs.

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
360-336-3600

Position posting: September 2017
Position open until filled