

Gethsemane Lutheran Church

Director of Music Ministry – Position Description

MINISTRY DESCRIPTION

The Director of Music Ministry develops and maintains a Christian music ministry that enhances the worship of God and the whole ministry of the church. The purpose of the position is to:

- Inspire people with the gospel through music, music education, strengthening of congregational singing, and music related to outreach and community-building.
- Coordinate the entire music program in order to ensure continuity, consistency, balance, and vitality in the music offered in worship and congregational life.
- Assist individual disciples in identifying their musical gifts, and provide training, opportunity, and resources to enable those disciples to claim and use their gifts in the proclamation of the gospel and mission of the church.

COMPETENCIES

- Knowledge of, or willingness to learn, Lutheran liturgy, music, and theology.
- Accomplished organist, pianist, leader of contemporary musical group, and choral director.
- Enthusiasm for variety in musical worship styles.
- Recruiting and working with volunteers.
- Strong organizational, interpersonal, communication (both oral and written), technical, and time-management skills.
- Working as part of a team.
- Personable, approachable, and engaging with members of the Gethsemane community, including children.

RESPONSIBILITIES

Overall accountability for the total music ministry of the church. Carries out key functions but makes wide use of volunteers, empowering them by providing resources and encouragement.

- Play keyboard (organ, piano, harpsicord) at regularly scheduled worship services and, when required, at additional services, such as weddings, funerals, and memorial services.
- Rehearse and conduct the vocal choir and the contemporary musical group.
- Oversee the health and vitality of the bell choir.
- Ensure a clear presence of both contemporary and traditional music styles in worship.
- Support and function as a resource for the musical programs of other groups and ministries of Gethsemane, such as Christian education, youth groups, and children's worship.
- Involve youth in the music life of the congregation.

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- Identify, invite, and rehearse, as necessary, soloists, instrumentalists, and musical ensembles from within Gethsemane and, when appropriate, from outside the Gethsemane community. Arrange for substitutes when away.
- Select music for worship services, including preludes, postludes, and selected portions of the liturgy, in cooperation with the pastor, the worship committee, and the director of the bell choir.
- Administer Gethsemane’s music library, including the purchase of music and compliance with all copyright regulations for printed, projected, or performed music.
- Oversee the care and maintenance of Gethsemane’s musical instruments and the purchase of any needed supplies and equipment, in cooperation with Gethsemane’s Property Managers.
- Coordinate with Gethsemane’s Parish Secretary to ensure the timely production of printed and projected music and acknowledgments for worship services, and for printed and electronic communication with the congregation.
- Collaborate with Gethsemane’s audio/visual technicians to ensure the quality of musical presentations.
- Support and coordinate with leaders of Ibada Ya Kiswahili (“IYK”, Gethsemane’s Swahili ministry). Responsibilities do not include playing music at IYK worship services, music selection, or choral direction, unless mutually agreed upon between the Director of Music Ministry and IYK (in which case, supplementary compensation is arranged).
- Coordinate scheduling with other Gethsemane staff members, utilizing the church master calendar.
- As part of Gethsemane’s annual budget process, timely submit to Council a financial budget for music-related expenditures, and monitor compliance with the Council-approved budget.

The Director of Music Ministry has the right of first refusal as lead musician for all weddings, funerals, and memorial services held at Gethsemane. Supplementary compensation is provided.

REQUIREMENTS

- Bachelor’s degree in music, or equivalent.
- Prior experience as director of music in a church setting is preferred.
- Any offer of employment is contingent upon results of a background check that are satisfactory to Gethsemane’s Congregation Council.

REPORTING STRUCTURE

Gethsemane’s Congregation Council is responsible for all matters regarding staff employed at Gethsemane. Gethsemane’s pastor is charged by Council with the authority and responsibility for the supervision and coordination of all Gethsemane staff members and programs. The

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Director of Music Ministry participates annually in Gethsemane's performance review process, which is conducted by the pastor. A written summary of each performance review is submitted to the elected officers of the Congregation Council and is filed with Gethsemane's Personnel Committee.

COMPENSATION

The Director of Music Ministry position is a salaried, part-time position with variable hours targeted at 20 hours per week. Compensation is commensurate with experience and ongoing performance. Compensation may be comprised of salary and benefits. Benefits may include paid vacation, pension and medical coverages or allowances, and continuing education and professional expense/mileage reimbursements. Compensation is determined initially and reviewed each January 1 by Gethsemane's Congregation Council.

In addition, the Director of Music Ministry may use Gethsemane's musical instruments to provide private music lessons, at times that are mutually agreeable to Gethsemane and the Director.