

St. John Evangelical Lutheran Church Ministry Description

Ministry Title: Worship and Music Director Position

Reports to: Senior Pastor

Primary Function: Has primary responsibility for coordinating worship and music ministry for the congregation.

Primary Responsibilities:

Thursday and Sunday Worship Services

- Plan and prepare liturgy and music for worship in accordance with the themes of the church seasons.
- Coordinate music provided by choirs, cantors, organists, etc. for weekly worship on Thursdays and Sundays. This includes prelude and postlude, choir anthems, special music, and selection of hymns.
- Prepare the weekly bulletins for the Office Administrator to print and Communications Director to upload into Easy Worship (to project on the screen).
- Coordinate music for special services, such as Reformation Sunday, Christmas Eve and Easter Sunday.
- Consult regularly with pastoral staff for long and short term planning of music and arts in worship.
- Provide vision and leadership for a vibrant music program.
- Lead the Worship and Music Team (Worship and Music Team includes paid music staff and senior pastor).
- Direct the Senior Choir and lead rehearsals.
- Oversee seasonal concerts, such as the Service of Lessons and Carols.
- Each month, serve as accompanist for at least one worship service on Thursday or Sunday to stay in touch with the diverse worshipping community.
- Organize the schedule for organists on Thursdays and Sundays
- Introduce and teach new songs in worship approximately monthly

Equip Musicians and Artists within the Congregation

- Recruit new members for choirs
- Recruit and equip people of all ages to share music, particularly during worship.
- Explore new worship teams and opportunities for other worship elements, such as choir, dance and drama

Equip Musicians beyond the Congregation

- Recruit new members for choirs
- Connect with Peace Lutheran and other full-communion partner congregations to collaborate special music opportunities, such as joint choirs at worship.
- Serve as a liaison in regard to the Bridging scholarship program for music students at Dickinson State University.
- Explore the formation of a community children's choir, or another offering of music and equipping musicians beyond the congregation.

Equip Worship Leaders

- Regularly train and equip servers, assisting ministers, ushers, and projector techs.

Other Responsibilities:

- Welcome visitors and members during the week.
- Attend weekly staff meetings and the semi-annual staff retreats.
- In the first year of this new position, share a monthly, brief written report with the Council to keep them informed of the work being done.
- Continue to grow as a church musician and seek out developments in sacred music and worship arts. Attend the bi-annual Conference of Worship, Music and the Arts at St. Olaf College.
- Arrange for musicians for funerals and weddings.
- Acquire a general knowledge of church sound equipment.
- Arrange tuning for instruments and communicate with Worship and Music Team when repairs are needed.
- Prepare and oversee annual music budget.

Education and Experience Desired

- A bachelor's degree with experience in sacred music and teaching with multiple generations.

Talents and Gifts Needed for this Ministry

A love of bringing greater depth to worship. A growing relationship with God. Support for the mission and vision of St. John. Skills in creativity, curiosity and learning, teamwork, teaching, and equipping others to lead. Self-motivation and ability to do task-work and visioning-work.

Examples of Working Conditions

A full-time position (40+ hours per week) with benefits through the ELCA's benefit company, Portico, and other benefits as outlined in the employee manual. Hours of work would be determined by the Worship and Music Director, with approval by the Senior Pastor. Hours regularly include evenings and weekends.