

JOB DESCRIPTION

Good Shepherd Evangelical Lutheran Church



JOB TITLE DIRECTOR OF MUSIC	SCHEDULE
SUPERVISED BY PASTOR	SUPERVISES GUEST MUSICIANS, CHOIR, SATURDAY WORSHIP MUSICIANS
REPORTS INTERNALLY TO WORSHIP AND MUSIC COMMITTEE	NOTIFIES OF ABSENCES AND SUBSTITUTE COVERAGE PASTOR, SECRETARY, CONGREGATIONAL COUNCIL LIAISON TO WORSHIP AND MUSIC COMMITTEE
COORDINATES WITH PASTOR, WORSHIP AND MUSIC COMMITTEE, ORGANIST, SECRETARY, GUEST MUSICIANS, PERSONNEL COMMITTEE	NOTIFY IF CONCERNS OR QUESTIONS MEMBER OF WORSHIP AND MUSIC COMMITTEE OR PASTOR
LAST REVISED NOVEMBER 2021	

JOB SUMMARY	General purpose of this position
To develop and lead the worship music ministry for Good Shepherd Evangelical Lutheran Church, in consultation with the Pastor and Worship and Music Committee, in a way that is consistent with our mission and theology.	

ESSENTIAL DUTIES & RESPONSIBILITIES	Primary duties performed, either unassisted or with reasonable accommodation. Not meant to be an all-inclusive list nor prevent other duties from being assigned as necessary.
<ul style="list-style-type: none"> Coordinates and directs the musical programs in collaboration with the Pastor, other staff, and Worship and Music Committee Primary organist/musician for the church. Plays at regular Sunday services and for all special services, or makes arrangements for substitutes. This includes, but is not limited to, Christmas Eve, Christmas Day, Epiphany, Ash Wednesday, Lent, Holy Week, Easter, weddings, funerals, nursing home services and other special services Oversees other musicians, choir directors, choir and junior choir Identifies and makes recommendations to the Personnel Committee on the selection of organists, choir directors and other musicians Actively pursues new music ministries (i.e. bells, youth choirs, contemporary, etc.) Arranges for small choral ensembles or soloists during summer weeks Selects appropriate choral music for use in liturgical services, both traditional and contemporary Actively assists with bulletin preparation, hymn selection and special services Adequately prepares and practices to provide a high quality of music in the worship service Oversees maintenance and repair of all musical instruments Arranges for all substitute organists and musicians for regular and special services Assists Worship and Music Committee to prepare an annual budget for the music ministry Attends weekly worship planning meetings and monthly worship and music meetings Keeps a record of when and what hymns are used in worship Ensures that Good Shepherd is in compliance with all copyright laws Organizes and maintains the church's music files Updates church Website 	

KNOWLEDGE, SKILLS & ABILITIES	Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform duties of this position
<ul style="list-style-type: none"> Bachelor's degree in Music with five years of experience playing the organ in church related setting, or equivalent level of combined education and experience Knowledge of Lutheran liturgy and music Has a working understanding of scripture and Lutheran Lectionary 	

- Previous music director experience in a church setting preferred
- Ability to effectively lead and teach people of different backgrounds and musical skill levels, from novice to professional
- Ability to organize and implement effective music ministry programs
- Knowledge of copyright laws
- Excellent communication skills

WORKING CONDITIONS & PHYSICAL DEMANDS	Typical working conditions associated with this type of work and environmental hazards, if any. The physical effort generally associated with this position
<p>GENERAL – Work is normally performed in a climate controlled building where exposure to conditions of extreme temperature, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of musical instruments and office equipment. No known environmental hazards are encountered in normal performance of job duties.</p> <p>PHYSICAL DEMANDS – While performing the duties of this job, the individual is frequently required to sit, stand, see, hear, use a keyboard and speak. The individual is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Some lifting and carrying of music, binders and instruments is also required.</p>	

The above description is a broad overview of this position and not all duties may be clearly pre-defined. This job description is in no way considered a contract of employment or an altering of the employment at-will relationship.