



Advent Lutheran Church

Evangelical Lutheran Church in America

God's work. Our hands.

JOB DESCRIPTION: DIRECTOR OF MUSIC MINISTRIES

The Director of Music Ministries is responsible for the on-going development, implementation, and administration of the music program at Advent Lutheran Church.

Program Duties and Responsibilities:

1. Profess a Christian faith.
2. Coordinate the music program at Advent Lutheran Church in cooperation with the Pastor and with the assistance of the Word and Sacrament Board.
3. Provide leadership and resources to other directors/performers/accompanists who may be called upon for assistance. Work with Pastor to obtain competent substitutes as necessary.
4. Provide music (organ/piano/keyboard) for regular weekly services, scheduled seasonal services (Christmas Eve, Advent and Lenten mid-week, Triduum [Maundy Thursday, Good Friday, and extra Easter services]), and any special services (including weddings and funerals) that may be scheduled. Recruit, supervise and direct special musicians and musical programs as required.
5. Correlate music with scripture lectionary and liturgical calendar to create a unified worship experience. Consult appropriate support resources such as Sundays and Seasons (Augsburg).
6. Schedule all performance dates and hold regular rehearsals for soloists, ensembles, and choirs. (currently including Adult choir, Bell choir, Axis Worship Team, and Children's Choirs)
7. Communicate all music and schedules in a timely fashion to the pastor, board, choir and musicians, for distribution to the congregation through the bulletin and other necessary correspondence of music related activities.
8. Assist with development of the annual budget requirements for the music program and administer expenditures within the limits of the approved budget.
9. Develop and maintain the music library and supervise the maintenance of all musical instruments.
10. Attend regular staff and Word and Sacrament Board meetings.
11. Maintain professional competency through practice, performance, and continuing education.

Program Skills and Qualifications:

1. Experience and competency directing choirs and ensembles.
2. Demonstrated skill and competency at the keyboard (organ and piano).
3. Demonstrated knowledge of role of music in the Lutheran worship service.
4. Ability to work well with others and participate collegially with Pastor, staff, and congregation.
5. Open to an evolving worship experience.

The Director of Music Ministries of Advent Lutheran Church is directly supervised by the Pastor in consultation with the Word and Sacrament Board.

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www.AdventSolon.org