

Macedonia Lutheran Church
Job Description: Director of Music

Position Summary: Director of Music

The Director of Church Music serves the church by developing, coordinating and administering a meaningful and well-rounded music program that aims to enrich the worshiping life of all our members and guests. This position will work with the Pastor and Worship & Music Committee to lead and coordinate musical initiatives happening in the church (both internal & external) while also supervising staff and volunteers associated with the music ministry.

Primary Responsibilities include but are not limited to:

- Oversight of music program and music staff year-round
- Coordinate and lead weekly choir (adult, youth, and possibly children) and handbell (adult and youth) rehearsals during months designated as in-season
- Partner with ministerial staff to plan services by selecting preludes, anthems, offertories, hymns, and postludes that support the liturgy
- Direct choir/handbells during worship services including special services throughout the year
- Actively recruit new members to all church music programs
- Partner with Pastor and Worship & Music Committee to develop annual budget
- In partnership with Worship & Music chair, administer music budget and manage funds for music programs
- Attend retreats or other professional development conferences in support of continued enhancement of the music program including opportunities centered on Lutheran worship & liturgy
- Maintain & develop the music library including maintenance and purchase of new music as needed
- Oversee maintenance, set up (as needed), and proper storage of church-owned musical instruments
- Interfacing with sanctuary sound system for optimal amplification and recording of musical offerings
- Oversee scheduling of ensemble rehearsals
- Book guest musicians/special music as needed
- Participate in worship planning and lead organizing music events (both internal & external events)
- Select congregational hymns for regular Sunday services in consultation, as needed, with the Pastor
- Consult with Pastor regarding liturgical settings and other special music
- Attend Worship & Music Committee meetings reporting on musical activities
- Compile annual report(s) connected to church music
- Arrange for substitutes during absence with approval of Director of Music
- Perform other necessary duties as assigned

Job Qualifications and Qualities:

- Working knowledge of all areas of music within the church including knowledge of the Lutheran Church and liturgy
- Experience in choral conducting; experience in handbell conducting preferred
- Ability to sing and play with accurate rhythm and pitch
- Demonstrated musical expertise through current and past experiences
- Ability to foster strong relationships among the congregation and staff
- Work with minimal supervision
- A commitment to confidentiality when dealing with music staff
- Reliability

- Industry specific education and certifications preferred
- Adhere to Church employment policies including adherence to the child protection policy

Remuneration and Benefits:

- Salary negotiable. Four (4) paid weeks of vacation (includes Sunday & rehearsals). Time spent away due to professional development does not count towards vacation time used. Professional development funds available.

Evaluation and Compensation:

The Director of Music reports directly to the Pastor and receives an annual performance evaluation. Compensation is reviewed annually.