

**Holy Trinity Lutheran Church
Hickory, North Carolina**

Director of Worship and Music Ministry

Exempt; 40 hours/week

Description

The Director of Worship and Music Ministry (DWMM) will assist in worship and provide worship music through the Holy Trinity Lutheran Church (HTLC) vocal choirs and instrumental ensembles. As a member of the staff of Holy Trinity Lutheran Church with specific responsibilities in the area of church music, the DWMM will coordinate with the Pastor(s) and the Worship and Music Ministry Team in the planning and implementation of the liturgical and other special worship services in accordance with Lutheran tradition and practice.

Supervision Received and Exercised

- The Senior Pastor shall serve as the day-to-day supervisor for this position.
- An annual evaluation will be provided for feedback and goal-setting.
- A mid-year meeting may be conducted with additional meetings as needed for feedback, evaluation, and goal review at the request of the employee or supervisor.
- The Senior Pastor may make compensation recommendations to the Finance Committee, based on the review process with input from the Associate Pastor.
- Employment authority rests with the Congregation Council as representatives of the congregation with input from the Senior Pastor and/or Personnel Committee.
- Exercises supervision of all music staff, including but not limited to Director of Contemporary Worship, Director of Handbells, and Organist.

Primary Duties

- Work with the pastor(s) to plan and coordinate worship services. Coordinate the use of liturgical resources, choose liturgical music and prayers, select hymnody, and create bulletin templates/written drafts of worship for editing and publication.
- Communicate worship needs to Volunteer Coordinator, Assisting Minister captains, worship assistants, ushers, Altar Guild, and others as needed.
- Coordinate worship and music cues with the sound technicians and video operators.
- Select music that is both liturgically appropriate Lutheran worship and musically suitable for the choirs.
- Provide choir anthems, vocal or instrumental ensembles, or solos for all regular worship services.
- Obtain copyright permission for all hymns, anthems, liturgy, prayers, etc. for use in worship and livestream.
- Develop and Direct vocal choirs for adults, youth, and children, including:
 - Direct the Chancel Choir
 - Direct youth/children's choirs for grades 2 and older
 - Plan and schedule rehearsals and choir participation in worship
 - Make all preparations for rehearsals and performances of the choirs, including recruiting members
 - Coordinate choir rehearsals with other HTLC music programs and youth programs

- Engage the choirs in community and churchwide events as time allows
- Assist and support the Associate Pastor with Confirmation Ministry
- Plan and prepare choirs to participate in special services such as Advent Lessons and Carols, Christmas Eve, Youth Sunday, Easter, and Church Music Sunday
- Coordinate all music ministries for children, youth, and adults including:
 - recruitment of leaders.
 - In conjunction with other music staff, develop rehearsal schedules and allocate music staff leadership of choral and instrumental ensembles
 - Recruit and oversee volunteer directors of choral ensembles, instrumental ensembles, and liturgical dance
 - Meet with volunteer choir directors to affirm their leadership, assist them with problems or special challenges, and to coordinate schedules
 - Assure that all choir directors select liturgically appropriate music for Lutheran Worship
 - Schedule various musical ensembles for service in worship in coordination with other music staff and with faith formation and youth ministry leaders
 - Coordinate recruitment of new members for music groups
- Serve as pianist for the 8:30 a.m. Sunday service.
- Communicate and promote Music Ministries by sharing information in various communication formats and in coordination with other music staff.
- Assist with vocal and instrumental ensembles as needed.
- Recruit choir and coordinate special music at funerals.
- Recruit soloists and cantors and rehearse with them.
- Coordinate with music staff for special services as needed.
- Coordinate arrangements for special concerts and other musical events with music staff and pastor(s)
- Play piano for special services and events, such as: community worship services, preschool services, and senior adult ministry programs. (Shared with other music staff.)

Additional Leadership Responsibilities

- Participate with other staff in weekly staff meetings.
- Meet with Worship and Music Ministry as an ex officio member (with voice and vote).
- Coordinate maintenance of all musical instruments, with the exception of the church organs.
- Manage funds allocated for music and worship. Plan and coordinate annual budget requests. Supervise music expenses.
- Work with other music staff to strengthen youth participation in Faith Formation, Youth Ministry, and Worship and Music Ministries.

Administration and Teamwork

- Adhere to the standards of conduct outlined in the HTLC Personnel Handbook.
- Actively contribute to a staff team that promotes mutual respect and cooperation.
- Ensure confidentiality in all interactions and communications.
- Demonstrate effective collaboration and interpersonal skills.
- Perform additional duties as assigned, within your qualifications and available time

Education and Experience

- Bachelor's degree in music required. Master's degree preferred.
- Experience leading church music preferred.

Knowledge of

- Music theory, music history, and choral tradition
- Principles and methods for teaching and instruction for individuals and groups, and the measurement of training effects
- Lutheran liturgies and the Lutheran faith, including basic principles, values, ethics, ways of thinking, customs, and practices
- Effective problem solving and communication with team members

Ability to

- Play piano and/or organ at an advanced level
- Effectively use a computer, email, file management and standard office equipment
- Maintain and increase music library and abide by applicable copyright laws
- Use conducting to communicate musical intent
- Coordinate and conduct musical ensembles before large and small groups of people
- Evaluate the effectiveness of existing programs
- Work cooperatively with the Pastor(s), Director of Staff, Communication Coordinator, Financial Administrator, Pre-School Director(s), other staff members, Congregation Council, congregation, ministry teams, and volunteers
- Effectively problem solve and communicate with team members
- Demonstrate loyalty to the congregation's mission
- Follow basic safety procedures and precautions
- Work flexible hours based on the needs of the church, including nights and weekends

Environmental and Physical Conditions

- **Physical Demands:** Engage in light to moderate physical work, including lifting, carrying, pushing, or pulling up to 10 lbs. frequently; up to 20 lbs. occasionally; and up to 40 lbs. rarely.
- **Activity Level:** Frequent walking, standing, and sitting for extended periods.
- **Communication:** Regular verbal communication is required.
- **Movement:** Frequent reaching, bending, and stooping.
- **Noise Exposure:** Exposure to moderate to loud noise levels. Required to have hearing sensitivity to detect or tell the differences between sounds that vary in pitch and loudness, and auditory attention to focus on a single source of sound in the presence of other distracting sounds
- **Schedule:** Flexible schedule coordinated with the Senior Pastor, including evenings and weekends.

Supplemental Information

- Vacation: 4 weeks of vacation (including 4 Sundays)
- Continuing Education: 2 weeks of continuing education (including 2 Sundays)

Please acknowledge receipt of this position description with your signature and date. Thank you.

Director of Worship and Music Ministry

Date: _____

The Reverend Christopher D. Webb, Senior Pastor

Date: _____