

Trinity Lutheran Church Ministry Description

Ministry Title: Director of Worship and Music

Reports to: Senior Pastor

Ministry Description: The Director of Worship and Music works closely with pastors, music and worship staff and worship teams in the implementation of all aspects of Worship and Music Ministry and work with Trinity to provide vision and leadership that cultivates Trinity's multi-faceted music program.

Primary Responsibilities

Worship Ministry

- Envision, plan, and implement music according to the ELCA liturgical calendar and themes of the church seasons in coordination with pastors.
- Lead the technical and musical aspects of Wednesday and Sunday services and special festivals.
- Develop and organize new initiatives in the music program utilizing various styles and musical genre.
- Recruit, train, and continually coach volunteers, including praise teams, choirs, and worship servants that include communion servers, scripture readers, projectionists, sound techs, greeters, ushers and altar guild.
- Schedule rehearsals for all choirs and ensembles participating in worship.
- Assist Office Administrator with the production of weekly printed bulletins.
- Work as a team member.

Technology

- Coordinate the use of technology in all aspects of worship.
- Design and develop worship projections for each weekly service.
- Attend to regular maintenance, tuning, and repair of musical instruments and audio/video systems.
- Work with pastors, staff, and volunteers to develop new ways of utilizing technology in Worship and Music Ministries.

Administration

- Coordinate all areas of organization in Worship and Music Ministries by working together with pastors, church staff and other congregational leaders assuming responsibility for tasks as mutually agreed upon with the supervising pastor.
- Manage the music library and resources including purchase of music and worship supplies.
- Recruit members for the Worship and Music Board. Oversee the board and hold regular meetings
- Submit annual budget for the music program and submit monthly payroll for music support staff.

- Write Trust Fund grants for special projects in cooperation with the Worship and Music Board.
- Submit all music schedules to the Office Administrator.

Personal and Spiritual Growth

- Engage in the ministry of self-care through personal and spiritual growth through prayer, worship services, reading, attending education conferences and other avenues personally chosen to foster this growth.

Education and Experience Desired

- Bachelor's degree in Music preferred or related field and/or extensive experience in music leadership.

Other Responsibilities

- Submit material for weekly bulletins and monthly newsletter.
- Work with Office Administrator to oversee scheduling of outside music and art events, e.g., Echoes of Easter, Artists Celebrating Christ, Concordia College concert.
- Work with the Messiah Board for short and long term planning of the Messiah.

Supervisory Responsibility

- Supervise all paid worship and music support staff – organists, pianists, and technology supervisor. Recruit, train, and provide recognition of volunteers in the Worship and Music Ministry.

Talents and Gifts Needed for this Ministry

- A heart and desire to provide people with meaningful worship experiences.
- A vision and leadership that cultivates Trinity's multi-faceted music program that includes Choir, Vocal ensembles, Sunday Praise Team, Wednesday Praise Band, Bells, Brass, Youth and Church School, as well as encouraging congregational members to share their musical gifts in worship.
- Skills in organization, management, leadership, teamwork, and communication.
- Proficient in vocal and instrumental music arrangement.
- Open to learning new facets of software, audio, and video technologies that are applicable to worship ministry.
- Appreciation of a wide variety of music forms and genres.
- An understanding of worship structure and a grace centered appreciation of the Bible and Lutheran theology.

Working Conditions

The Director of Worship and Music is a full time position (40+ hours per week) with benefits as outlined in the letter of hire and employee manual. Typical work schedule is 9-5 Monday –Thursday with one hour lunch break plus 8-12 hours of evening and weekend working including Sunday mornings and Wednesday evenings. The Director of Worship and Music will be expected to explore, assess, and implement new opportunities to enhance worship at Trinity.

Salary will commensurate based on experience

Application Deadline: October 1, 2019

Send cover letter and resume to Jan Sparrow, Trinity Lutheran Church, 502 N 4th Street, Bismarck, ND 58501 or sparrow@trinitybismarck.com

Any questions can be directed to Jan Sparrow, Trinity Lutheran, 701-223-3560