

JOB DESCRIPTION FOR DIRECTOR OF MUSIC MINISTRIES

Duties and Responsibilities:

1. Help to select and provide organ/piano music for all Sunday morning services and other seasonal services of the church year such as Thanksgiving, Christmas Eve, Christmas Day, Ash Wednesday, Lenten Services, Maundy Thursday, Good Friday, Easter Sunrise, as determined by consultation with the Pastor.
2. Direct the Adult Choir in one rehearsal per week (August through June) toward participation of worship each Sunday. Direct the Handbell Choir in one rehearsal per week (September through May) toward participation in worship periodically. In addition, prepare the choir and select music for special services throughout the church year (as listed above) as determined by consultation with the Pastor. This may require extra rehearsals.
3. Arrange for and schedule appropriate music for worship during July (in light of no July rehearsals).
4. Coordinate with the Pastor and participate in the programmatic planning for the congregation.
5. Plan and provide two annual music events (example: December Christmas Program and late Spring event) for congregational involvement and community outreach.
6. Provide music resource to Vacation Bible School and other congregational organizations as requested. Play at special events on occasion as directed by Pastor.
7. Encourage members to be involved in the music program of the church.
8. Cooperate with the Pastor/Worship & Music Team/Office Administrator to accomplish planning tasks and provide leadership to the music program. The Music Director will be directly responsible to the Church Council and participate in developing short and long range plans for annual spending plan requirements. Attend staff and/or retreats as required.
9. Purchase all music and music supplies for the Adult Choir, limiting the expenditures to the amount provided in the spending plan.
10. Play for weddings and funerals when available. An additional fee will be provided to the Music Director for weddings as specified in the church policy.
11. Arrange for regular maintenance/tuning of all musical equipment as needed.
12. Plan for and develop additional choirs and music programs when needed (example: youth choir).

13. Contact additional instrumentalists when needed for special services, plan for additional expense and check with church office to make sure it is within spending plan guidelines.
14. Plan for and attend Lutheridge Handbell Festival held in February of each year and purchase music for festival within music budget guidelines.
15. Music director will have 2 weeks paid vacation to include one Sunday per week and 2 Sundays for personal/sick days if needed. Coordinate vacation schedule with Pastor. If additional Sundays are taken off, it will be the music director's responsibility to compensate the church for the supply organist. Whenever Sundays are going to be taken off, it will be the responsibility of the music director to find a supply musician.

rev. 09/22/23