

**Trinity Lutheran Church of Midland, Michigan**

**Director of Music Ministries**

**Job Description**

**Reports to: Senior Pastor**

**Vision for Trinity Lutheran Church**

Trinity Lutheran Church is a congregation of disciples that actively welcomes, witnesses, and invites all people in the name of Jesus Christ. We encourage a life of discipleship centered on study, worship, and fellowship, resulting in prayer, service, and stewardship.

**Position Summary**

Part of our Worship Ministry, Trinity's Music Ministry is focused, first and foremost, on leading the congregation in living out its faith through the "heartbeat of its song". Through the musical and spiritual education and enrichment of participating musicians at any age, each music group strives to offer a commitment of excellence in service for their personal edification, and the encouragement of the congregation. Secondly, the music ministry seeks to take up the call of Jesus, witnessing the gospel message to the world and enhancing the hospitality of the local church. The current music ministry at Trinity Lutheran Church includes the Chancel Choir, Contemporary Praise Team, JuBELLation Handbell Choir, Fellowship Bells, and the Youth Music which includes: K-5 Choir, Rainbow Ringers, 3<sup>rd</sup>-5<sup>th</sup> Grade Chimes, Allegro Youth Bell Choir, and Mid-High Band and Orchestra.

This is a full-time, salaried position.

The position has two equal parts. One is the core responsibility for administration of the music program and direction of chancel choir. The other is to do 2 or 3 of 4 other roles, depending on skills, interest, and needs of the congregation. These are leadership of contemporary worship music, youth music, JuBELLation handbell choir and organist (assistant or principal).

Must have an ability to relate to people in a pleasant and friendly manner and to work effectively and harmoniously with others.

**CORE RESPONSIBILITIES**

**Administrator for the Music Program**

- Provide administrative oversight of the music ministry staff and overall program - includes ensemble directors, organists, and accompanists. Duties include coaching and providing performance feedback, determining and administering the annual music budget, and partnering with Council to interview and hire additional music staff as needed. Recent staffing included:
  - Principal Organist / Accompanist of Chancel Choir
  - Contemporary worship music leader
  - Occasional Saturday 5:00 Worship Pianists
- Provide leadership and resources to the music ministry staff and program

- o Coordinate music staff meetings as needed and meet individually with music staff periodically.
- o Oversee the process for ensemble leaders to order new music, schedule guest musicians, and arrange for off-site educational or other events in accordance with the approved budget. Meet regularly with pastoral staff to discuss worship planning and other issues as needed
- Provide leadership in worship planning and implementation
  - o As the lead staff member for music ministry, assist the Pastoral team with implementing the Pastoral team's themes, special music, and other worship-related activities within each liturgical season. Lead implementation of all music and music-related activities within worship based on final decisions by the Pastoral team. This includes:
    - Coordinate music for worship year-round based on the Pastoral team's vision – includes implementing hymns based on the Pastoral team's selection, liturgical season, and lectionary texts, arranging for additional guest musicians for special or high festival services, etc.
    - Arrange for extra music within worship for established ensembles and/or small groups or soloists periodically throughout the year.
    - Edit worship bulletins each week to ensure correct music-related content (includes liturgical settings, hymns, special music citations, etc.)
- Oversee all logistics of the music ministry program with support of ensemble leaders and other volunteers, including:
  - o Maintenance of all instruments
  - o Music copyright licensing and reporting
  - o Maintenance of robes, scarves, tables, pads, etc.
  - o Submission of the annual report for Music Ministry
  - o Management of the music library for all ensembles, including distribution and collection of music, and continued cataloging of music by scripture and lectionary references, etc.
  - o Monitor and manage spending vs. budget for purchases and activities across the entire music program (includes all ensembles)
- Other duties as assigned.

### **Director of Chancel Choir**

- Select anthems to align with the Pastoral team's worship plans and lectionary texts for each liturgical season.
- Plan, organize, and prepare for rehearsals; including score study, conducting preparation and practice, planning the rehearsal agenda, etc.
- Provide direction and coordination in regular mid-week rehearsals and worship (approx. 3 Sundays per month and some Lenten and Advent mid-week services) from Sept. through mid-June (Rally Day through Trinity Sunday).
- Establish and communicate rehearsal/worship schedules to participants.
- Arrange for accompanists/additional vocalists and instrumentalists as needed.

- Arrange for the Principal Organist (or other suitable musician) to substitute in case of absence from scheduled rehearsals and/or worship.

### **ADDITIONAL ROLE OPTIONS**

**Contemporary Worship Music Leader**

**Director of Youth Music Program**

**Director of JuBELLation Handbell Choir**

**Associate Organist**

Although specific tasks differ for each role, each includes:

- Select music to align with the Pastoral team's worship plans for each liturgical season.
- Plan, organize, and prepare for rehearsals; including score study, conducting preparation and practice, planning the rehearsal agenda, etc.
- Recruit, enable and support volunteer musicians.
- Establish and communicate rehearsal/worship schedules to participants.
- Arrange for additional vocalists and instrumentalists as needed.
- Arrange for a suitable substitute in case of absence from scheduled rehearsals and/or worship.
- Maintain calendar for participants.

Additional detail is available upon request