



**Job Description:** Director of Worship & Music

**Reports to:** Lead Pastor

**Directly Supervises:** Praise Band Members, Bell Choir Directors, Children's Choir Director, and Multiple Volunteer Leaders/Ensembles

**Status:** Full Time

**FLSA:** Exempt

**Job Summary:** The Director of Worship & Music will provide consistent, Spirit-led, and edifying music, worship leadership and planning, and oversight of the music ministries in order to foster God's work of growing faithful disciples of Jesus Christ at Bethlehem.

**Essential Functions:**

Music & Worship Planning and Oversight

1. Be present on Sundays (and possibly some Saturday evenings) for worship leadership, oversight of all worship services, and, as needed, music/staff oversight meetings.
2. Lead the worship planning process in collaboration with pastors and other worship leaders; prepare for and collaborate by meeting monthly, or as needed
3. Choose seasonally appropriate hymns, Psalm settings, choral music and liturgical music for traditional worship, including a wide variety of musical resources.
4. Oversee contemporary worship music/order of worship, including weekly rehearsals with Praise Band, regular communication and consultation with worship leaders to help ensure consistent offering of diverse, inviting, and theologically sound music.
5. Direct the Adult Choir by selecting music, leading weekly rehearsals, and fostering musical excellence.
6. Convey worship guide content to administrative staff; prepare slide content for contemporary service.
7. Coordinate the schedule for all BLC music ensembles in worship.
8. Schedule, prepare music for, and rehearse instrumental & vocal soloist/ensembles as needed for Sunday worship or special services, including youth and adults.
9. Plan & administer music and worship budget.
10. Work with rostered staff and others to recruit, coordinate, equip and train worship leaders and other volunteers in these areas: Altar Care, Liturgical Arts, Flower Coordination, Usher Coordination, Assisting Ministers, Communion Assistants, Acolytes, Readers, Tech Manager/Team, and Contemporary Worship Leaders.
11. Cultivate and support creativity in our worship and musical life.

Staff & Organizational Duties

1. Ensure organ/piano music and/or music leadership is provided for all weekend services and special services (funerals, weddings, etc.).
2. Attend staff meetings; attend other programming meetings as needed.
3. Supervise music staff.

4. Monitor condition of musical instruments (pianos, organ, handbells, rhythm instruments), coordinating the work for their upkeep and repair.
5. Write/edit quarterly newsletter & yearly annual report articles; collaborate on music/worship-related social media, website, and other communications.
6. Continue professional growth by attending music and worship conferences and workshops and reading appropriate journals and books; review new worship materials, music, and resources.

#### Choir Organization & Administrative Duties

1. Direct the Adult Choir at weekly rehearsals and services during the choir season – typically, September through June.
2. Create and direct music festival worship services, typically held two times a year.
3. Support youth and children’s music initiatives.
4. Recruit members for above-listed choirs, ensembles, and special music offerings.

#### Additional Director Duties

1. Meet regularly with disciples at BLC to develop relationships with them and to learn of their gifts and ideas that may be incorporated into our worship and music life.
2. Arrange special music events on a periodic basis (e.g. musicians for summer worship, ecumenical/community worship, fellowship events, concerts, etc.).
3. Provide music (or schedule another musician) for weddings and funerals held at Bethlehem, consulting with participants as requested. The organist/pianist will receive an additional fee as specified by church policy.
4. Offer music resources to VBS, Sunday School, and other congregational ministries as needed/requested.
5. Lead singing and prayer in the Bethlehem Preschool quarterly (September through May).
6. Provide adult education offerings as needed/requested.
7. Other duties as needed and/or requested.

#### **Minimum Qualifications:**

- Preferred: a Master’s degree in music, church music, or other related degree;  
Required: a Bachelor’s degree in music, church music, or other related degree.
- Demonstrated knowledge of Lutheran/Protestant theology, liturgical practice, music as ministry, and use of music in diverse worship styles (e.g. traditional and contemporary).
- Demonstrated skill and competency at the keyboard, particularly organ and piano, and a working knowledge of other instruments (e.g. bells, orchestra, and various electronic instruments).
- Experience and competency directing choirs of all age groups and bell choirs.
- Ability to teach/inspire participation in worship and other ways Christian music forms disciples.

#### **Physical Requirements:**

- Able to move freely in and out of worship and other public settings; play musical instruments; and perform administrative duties via computer.
- Able to move between balcony and chancel areas in large sanctuary; able to use minimal steps.

- Able to speak in worship and among various large and small groups.

### **Core Competencies:**

- **Integrity and Trusting/Trustworthy** – Is trusting of others and seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Team Orientation** – Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the staff team; understands and supports the importance of teamwork; shares credit for effectiveness with others and takes responsibility for his/her part in ministry ineffectiveness, addresses conflict openly and directly.
- **Interpersonal Skills/People Management** – Establishes good working relationships with staff colleagues, fellow musicians, volunteers, and community musicians; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of her/his/their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles; provides direction, equips, gains commitment, and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Attention to Detail** – consistently attends to the many small pieces which much be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Creativity and Innovation** - Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness; can accurately project how people are likely to perform in a variety of settings; provides challenging and stretching tasks and assignments for developing leaders; stretches people to try new skills and accept new levels of responsibility.
- **Management Skills** – Thinks and plans ahead, able to juggle several moving parts at once, capable of making and communicating decisions, delegates tasks to others, effective problem-solver.