

JOB DESCRIPTION

POSITION: **Part-Time Director of Choral and Instrumental Music**

Supervision: **The Director of Choral and Instrumental Music serves under the supervision of the Senior Pastor.**

Position Purpose: The Director of Choral and Instrumental Music will oversee the traditional music program of First Lutheran Church with the purpose of leading the congregation in praising God in worship.

Responsibilities: Subject to review and adjustment in conjunction with the Congregation Council and Senior Pastor, the following constitute the major responsibilities of the Director of Choral and Instrumental Music.

Choral and Instrumental Responsibilities:

1. Rehearse and direct the Senior Choir for singing at traditional Sunday worship September through May and at special worship occasions as determined in conjunction with the Senior Pastor and according to the availability of choir members.
2. Secure vocalists and/or instrumentalists for special music, utilizing the talents and abilities of congregational members whenever possible.
3. Hire an accompanist for the Senior Choir within budgetary parameters.
4. Maintain a current list of congregational musical abilities and develop strategies to identify, encourage, and utilize these music talents in the worship life of First Lutheran Church.
5. Aggressively recruit vocalists and instrumentalists for the music ministry of the church; nurture an atmosphere of learning, support, mutual care, and joy.
6. Provide for qualified substitutes for all absences.
7. Provide leadership through planning, goal setting, and coordination with the Senior Pastor, Organists, and Worship, Music and Arts Committee.
8. Submit information bulletins in a timely fashion as determined by the secretarial staff.
9. Choose and purchase music within the approved budgetary parameters.

Oversight Responsibilities:

1. Plan and coordinate the entire traditional music program of First Lutheran Church, provide leadership and resources for the organist, other music directors, and volunteer musicians, and participate in the planning of musical activities in the congregation.
2. Schedule and coordinate all traditional music activities of the congregation.
3. Submit budget requests for the music program each fall as part of the budgetary process of the Congregational Council.
4. Submit a report each year for the Annual Report of the Congregation.
5. Seek to support and enhance congregational goals and assume responsibility

for tasks mutually agreed upon with the supervising pastor.

6. Provide for significant visibility for the music ministry of the congregation through newsletter articles, posters, bulletin announcements, etc.

Working Conditions:

1. Maintain professional competency by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and reading professional journals.
2. Attend all meetings of the Worship, Music and Arts Committee and, if possible, weekly meetings of the church staff.
3. An annual performance review will be done with the Senior Pastor.
4. Cooperate with all staff and musicians of the congregation so that the music ministry is enhanced within the life of the church.

Skills and Qualifications:

1. A minimum of a Bachelor of Music degree in music, church music, or related degree.
2. Knowledge of Lutheran worship tradition and a theological understanding of the church sufficient to appropriately select music and texts for traditional worship.
3. Experience as a "team player" in a church setting working with staff, musicians, and volunteers.
4. Ability to work well with others and participate collegially with staff, pastors, congregational leaders, and volunteers.

Submitted by First Lutheran Church, Eau Claire, Wisconsin