

# Silverdale Lutheran Church (SLC)

## Position Description: Music Director -- (approximately 30 hours)

### Skill and Knowledge Requirements:

- Experience in the field of church music and programming including administrative, musical, and ministry skills required to direct a successful church music program.
- Technically skilled and experienced as a choral and instrumental director / conductor.
- Possess a Bachelor's Degree in Music or Church Music or related degree.
- Knowledge of and respect for Lutheran theology, liturgical practice, and the use of music in worship.
- Knowledge of the Liturgical Church year, as well as the history of Christian Church music.
- Knowledge of and / or experience in a variety of worship styles from traditional and global to contemporary.
- Recruiting, teaching, and communication skills to facilitate the participation of volunteers in the music program.
- Encourage and promote congregational singing.
- Exhibit a strong and sincere Christian faith and be willing to be an integral part of the Silverdale Lutheran worship community.
- Able to demonstrate effective communication and interpersonal skills needed for working with the congregation, pastors, organist and/or accompanist, and other church staff.
- Possess skills of a high caliber in the following areas:
  - Choral, instrumental, and hand bell programs
  - Organization/administrative skills
  - Composition and/or arranging
  - Public relations skills
- Able to maintain a positive attitude.
- Present one-self professionally.
- Able to substantiate the following characteristics: Collaborative, flexible, able to multitask, take direction, dependable, and prompt to work/activities.

### Duties and Responsibilities

#### GENERAL RESPONSIBILITIES:

The Music Director provides leadership for all aspects of the SLC's music ministry. This includes the direction of choirs, vocal and bell as well as developing, coordinating, and securing volunteer directors of other choirs, musical groups, and supplementary bell choirs, as needed.

The Music Director shall develop and direct a music program that enhances the proclaiming of the Gospel through the following goals:

- **Celebration:** To enhance worship for the congregation contributing to its spiritual life through leadership in worship - hymn, liturgy, anthems, solos and small ensembles choral and instrumental.
- **Education:** To enrich the lives of church members through music of all varieties. Also, to teach people to appreciate a wider variety of musical expressions.
- **Involvement:** To seek to grow a multi-generational and culturally diverse music ministry of the church of all age groups within the SLC community and beyond.

**SPECIFIC DUTIES RESPONSIBILITIES:**

- Supervise the Church Organist/Pianist (unless serving as church organist/pianist) and Choir Accompanist (unless the Church Organist/Pianist is accompanying the choir).
- Work with the Pastoral staff to plan and implement Sunday and special church services (e.g., Thanksgiving, Advent, Christmas, Lent, Holy Week, and Easter), liturgies, and hymns and prepare for special services during the church year. Work with the pastor(s) and other music team members regarding the theme of each worship service or special program, the selection of hymns and choral music, and the consideration of the liturgical seasons and the scriptures for the day. Research and select worship songs based on theological accuracy and musical relevancy.
- Identify and develop the musical gifts and talents of members.
- Schedule and coordinate the music for all Sunday worship services and special events, be it choirs, small groups, or soloists.
- Recruit, direct, teach, and practice with the Choir members through regular rehearsals, as well as special rehearsals and performances as deemed necessary. Train choirs in choral techniques, appreciation of sacred music, and leadership and participation in worship.
- Recruit, equip, schedule, motivate, and support with training, youth and adult vocalists and instrumentalists to increase participation in church services and events, so as to utilize the musical talent from the congregation.
- Direct, or supervise the direction of, any choral or instrumental groups participating in all worship services – groups such as:
  - Children’s Choirs;
  - Bell choirs;
  - Orchestra;
  - Worship band;
  - Organize and direct a Musicals or cantatas
  - Choral / Instrumental Ensembles (Brass ensembles to accompany hymns for Festival Sundays).

- Contact, schedule, and rehearse any guest musicians who play at church.
- When no other special music can be scheduled, select, rehearse, and perform special music as needed.
- Support Sunday School openings, Sunday School programs and Vacation Bible School, as needed.
- Train and coordinate liturgists.
- Plan, schedule, coordinate, and oversee concerts, and other musical events.
- To build a community outreach program, planning trips, concert tours, retreats, camps, workshops, and other events, as appropriate.
- Select and purchase music, worship and music resources, musical instruments and equipment, and other related supplies. Insure that copyright regulations are maintained as well as assist the Office Manager in keeping copyright licenses current.
- Coordinate, in a timely manner, with staff in preparation of the worship bulletin.
- Develop and supervise the maintenance and cataloging of the church music library. Oversee and maintain all equipment used for music (i.e., instruments, sheet music, hand bells, etc.), including regular and competent piano tuning, maintenance of the organ, hand bells and other such instruments as owned by SLC.
- Establish Music Ministry goals and objectives by prioritizing related programs, managing the use of facilities, delegating tasks, and evaluating progress regularly.
- Submit an annual budget request to the Worship and Music Council Representative. Administer the expenditures of approved budget appropriately.
- Maintain Professional Education with the support of the Church Council.

### **Supervision and Organization:**

Reports to the lead pastor and Vice President of Church Council.

Attend scheduled staff meetings and other meetings associated with the Churches' music program.

Represent Silverdale Lutheran Church by serving on appropriate denomination committees and community organizations, as well as networking with other churches to keep abreast of new ideas and developments in worship, as they relate to music and the arts.

Work with appropriate committees, officers, and leaders to carry out the Music Ministry of the church.