

Job Title: Combined Director of Music & Worship Arts

Reports to: Senior Pastor / Executive Pastor

Position Type: Part-time or Full-time (specify)

FLSA Status: Exempt or Non-Exempt (specify)

Position Summary

The Director of Music & Worship Arts provides **leadership for the church's worship ministry across both traditional and contemporary services**. This role requires oversight of organ performance, contemporary band leadership, worship planning, A/V functionality, and volunteer coordination. The Director will work closely with pastoral staff to create services that are Christ-centered, theologically sound, and engaging for the congregation.

Primary Responsibilities

1. Traditional Worship Leadership — 8:15 AM

- Coordinate or play organ for hymns, liturgy, prelude, offertory, postlude, and communion.
- Select music for all service elements and confirm an organist is prepared to play.
- Select hymns and prepare:
 - **Long bulletin** with hymn texts, liturgy, readings, assistants, and readers.
 - **Short bulletin** for the congregation.
 - **Large print readings** for Lectern use.
- Oversee choir anthems (accompaniment/vocal parts) and choir practice.
- Upload choir anthem audio to Planning Center; email schedules to choir members.
- Coordinate with the altar guild to ensure correct paraments and floral arrangements.
- Oversee operating the livestream to Facebook and monitoring of comments.
- Monitor sound system, microphones, and outputs to sanctuary, Narthex, nursery, online.

2. Contemporary Worship Leadership — 10:45 AM

- Coordinate or lead worship from keyboard or other primary instrument.
- Oversee rehearsal and direction of the contemporary band.
- Select and arrange songs in alignment with service themes.
- Prepare:
 - **Long bulletin** with song lyrics, licensing info, readings, assistants, and readers.
 - **Short bulletin** for the congregation.
 - “Happenings” (announcements) insert and prayer list updates.
- Oversee ProPresenter or other slide software for worship lyrics and media.
- Oversee operating the livestream to Facebook and monitoring of comments.
- Monitor sound system, microphones, and outputs to sanctuary, Narthex, nursery, online.
- Oversee operation of cameras and lights, including livestream switching between views.
- Turn on the projector and ensure media volunteers are in place.

3. Special Services

- Plan and lead music for seasonal and special services (Lent, Advent, Holy Week, Christmas Eve, funerals, weddings), including special and musical ensembles. (Note: for funerals and weddings, the Music Director has the right of first refusal but not obligation.)
 - Prepare bulletins and music for special events.
 - Order palms, ashes, devotional books, candles, and other seasonal materials.
 - Assist in setup for Lenten and Advent services, including Fellowship Hall seating and meal coordination.
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4. Ongoing Responsibilities

- Maintain and update Planning Center service templates, schedules, readings, and songs.
 - Generate reminder emails for worship assistants, readers, and musicians.
 - Manage choir rehearsals, set up chairs, and maintain choir music inventory.
 - Maintain and troubleshoot music, sound, and A/V equipment (organ, pianos, soundboard, cameras, computers).
 - Arrange piano tuning and repairs.
 - Support school events with sound system operation and music editing.
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Qualifications

- **Demonstrated proficiency in either organ performance or contemporary worship band leadership.**
 - Experience directing choirs or contemporary worship bands.
 - Knowledge of hymnody, liturgy, and current worship music.
 - Proficiency with worship planning and presentation software (e.g., Planning Center, ProPresenter).
 - Experience with sound, lighting, livestreaming, and basic tech troubleshooting.
 - Strong organizational skills with attention to detail.
 - Ability to recruit, train, and encourage volunteers.
 - Courteous and compassionate attitude with people on the job.
 - Commitment to the mission and vision of the church.
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Work Schedule

- Sunday morning services (both traditional and contemporary) as well as additional services for Lent (Maundy Thursday and Good Friday) and for Advent (Christmas Eve).
 - Weekly rehearsals for choir and band.
 - Weekly planning meetings with pastoral staff.
 - Additional hours to prepare for special services and events.
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Compensation

- Salary or hourly rate based on experience and agreed-upon time commitment.
- Full-time employees receive benefits through Concordia Plan Services.