

## JOB DESCRIPTION



**Position Title:** Director of Worship and Music

**Reports To:** Lead Pastor

**Status:** Anticipated approximate average number of hours per week:

- Dir. Worship & Music 10 hours

**Benefits:** Health Insurance

**FSLA Status:** Exempt

**Date Prepared:** Created 8/10/2023

based on 2/2023 Updated 3/2023 Revised 5/14/2023 Revised 5/23/23

### POSITION SUMMARY:

Responsible for leading the musical and technical portion of worship services; develop a process to regularly identify, manage, and equip volunteers in the church's worship ministry.

### GENERAL RESPONSIBILITIES:

- Lead and inspire the Trinity communication through our Mission Statement: Touched by the hand of God to touch the lives of others.
- Collaborate with pastor and staff to plan and prepare for all worship services.
- Attendance at the following meetings: weekly staff meetings, and worship committee.
- Other related duties as assigned.

### MUSICAL RESPONSIBILITIES:

- Collaborate with the worship team for rehearsals and services.
- Oversee the upkeep and maintenance of musical instruments owned by Trinity.
- Choose arrangements of songs and assemble music for worship volunteers.

### WORSHIP TECH RESPONSIBILITIES:

- Oversee the worship technology and keep it up to date, including sound board, microphones, sanctuary computers, projectors, software, livestream, etc.
- Coordinate with staff to prepare graphics for worship services.
- Oversee the set up in the sanctuary for sound, stage, and light for worship services.
- Coordinate volunteers for worship tech and music.
- Be proficient and able to train all volunteers on the Tech Booth equipment: video, screens, sound booth, livestream, lights, etc.

### QUALIFICATIONS:

- Demonstrate skills as a vocalist and instrumentalist.
- Broad knowledge of Christian worship music across multiple styles and generational tastes.
- Possess a solid knowledge of ELCA Lutheran theological traditions

- Some formal training in music (church music) is preferred.
- Experience in leading and managing musical teams.
- A Bachelor's degree in Music, Education, or related experience
- Experience with A/V Tech
- Solid knowledge of ELCA theological tradition

#### **Reporting relationships**

- Answers to the lead pastor and in the absence of the pastor, answers to the Church Council

#### **Qualities**

- Awareness and communication of the needs of the greater community
- Demonstrates experience working in harmony with a professional staff, with volunteers, and the congregational members.
- Self-motivated and able to work without close supervision.
- Flexible to changes in procedure and/or direction.
- Ability to delegate to volunteers effectively.
- Commitment to lifelong learning.