

# Director of Music, St. Luke Lutheran Church

## Detailed Position Description

This document lays out the qualifications and responsibilities for the Director of Music position for which St. Luke Lutheran Church is currently recruiting.

### Music Program Vision Statement

An engaging and stimulating music program at St. Luke Lutheran Church enhances worship and special events through varied musical styles, traditions, and groups. The program proclaims the gospel, attracts church members, and promotes involvement in music activities. Participation is rewarding and collaborative, striving to produce beautiful music while providing community and enjoyment.

St. Luke seeks a skilled and committed individual to help us realize our vision.

### Qualifications

The qualifications in this section have the following structure. For each area, we list qualifications at three levels.

- **Essential:** Applicants expected to have all (or nearly all) of these qualifications
- **Desired:** Applicants should have many of these qualifications
- **Bonus:** Additional qualifications of value

### Formal Training

**Essential:** Bachelor's degree in Music

**Desired:** Master's degree in Music

**Bonus:** Degree is in choral conducting

### Performance Skills

**Essential:** Keyboard and vocal skills sufficient for rehearsals

**Desired:** Keyboard or guitar and vocal skills for accompaniment and performance at services

**Bonus:** Other instruments – organ, bass, drums

### Choral Conducting Experience

**Essential:** Experience rehearsing and conducting choral groups

**Desired:** Experience with church choirs – traditional and contemporary

**Bonus:** Experience with Lutheran church choirs

### Handbell Experience

**Essential:** Willing to learn handbell conducting

**Desired:** Experience rehearsing and conducting handbell ensembles

**Bonus:** Experience is in a church setting

### Worship Planning

**Essential:** Familiarity with church service organization

**Desired:** Familiarity with liturgical service settings and liturgical calendar

**Bonus:** Familiarity with Lutheran liturgies, hymnal, highlighting the day's message

### Broadening Participation

**Essential:** Willingness to create opportunities for people with limited or no musical training (e.g., might not read music)

**Desired:** Experience with leading informal music activities (e.g., sing-alongs)

**Bonus:** Experience with marimbas

### Knowledge of Repertoire

**Essential:** Familiarity with a broad range of traditional and modern music styles

**Desired:** Knowledge of sacred music, world music traditions

**Bonus:** Knowledge of instrumental repertoire

### Audio-Visual Operation

**Essential:** Willing to learn to operate basic audio-amplification system

**Desired:** Familiarity with audio-amplification, digital-projection equipment

**Bonus:** Able to configure and maintain AV systems

### Computer Skills

**Essential:** Knowledge of basic desktop tools (e.g., Word) and email

**Desired:** Familiarity with worship-support software, web tools (e.g., Google docs), conferencing tools (e.g., Zoom)

**Bonus:** Experience with ProProducer, digital audio editing

### Organizational and Communication Skills

**Essential:** Ability to be self directed, communicate effectively with others, team player

**Desired:** Experience in a church setting

**Bonus:** Creative, sense of humor

Faith

**Essential:** Must be a committed Christian who is respectful of Lutheran Doctrine

## Responsibilities

The responsibilities in this section have the following structure. For each area, we list responsibilities at three levels.

- **Definite:** Required duties of the position
- **Probable:** Director of Music will be responsible for many of these
- **Possible:** Other duties, depending on interests and other staff

### Music Direction

**Definite:** Rejoice Choir (adult, traditional), small groups and soloists, modern worship

**Probable:** Summer choir (5-6 times per summer, day-of rehearsal)

**Possible:** Handbell choirs, children's or youth choirs

### Service Planning

**Definite:** Planning music (with clergy, other directors, worship leaders, accompanists) for regular and special worship; weddings and funerals; groups under direction

**Definite:** Attend weekly staff and worship-planning meetings

**Probable:** Coordinate & schedule all performance groups & individuals

**Probable:** Coordinate with St. John Fisher Roman Catholic church on Thanksgiving and Palm Sunday services

### Event Planning

**Probable:** Collaborate on planning of Christmas Program and Vacation Bible School

**Probable:** Organizing annual Rejoice Choir fundraising concert, community-building music events

**Possible:** Advent Festival, Ring & Sing (Bells and other choirs), Talent Show

### Service Participation

**Definite:** Presence at Sunday and special services, including midweek Advent and Lent worship, set-up for music groups, direction of music groups

**Probable:** Accompany and perform at services

**Probable:** Lead congregational singing

## Recruiting

**Definite:** Organize searches for part-time music staff

**Definite:** Help recruit and supervise directors of other music groups

**Definite:** Recruit participants for all musical groups

**Probable:** Booking of outside instrumentalists

## Outreach and Coordination

**Definite:** Incorporate youth in music & ministry of St. Luke

**Probable:** Interact with other church choirs and directors

**Possible:** Represent St. Luke in community and synod activities

## Equipment and Maintenance

**Definite:** Arrange maintenance of musical instruments

**Definite:** Supervise and expand the music library

**Probable:** Work with AV tech on purchase, installation, maintenance of AV equipment

**Possible:** Coordinate purchase or rental of other music-program equipment (e.g., folders, robes, risers, stands, handbell equipment, sound shields)

## Professional Development

**Definite:** Maintain and develop professional skills

**Probable:** Pursue formal and informal professional development opportunities as funds allow

**Probable:** Participate in appropriate professional organizations

**Possible:** Organize development activities for others