

Director of Music Ministry

Reports to: Senior Pastor
Directly Supervises: Assistant Director, Children's Choir Director, Hand bell Choir Director
Effective: August 15, 2021
Status: Full Time
FLSA: Exempt

Job Summary

The Director of Music Ministry will oversee and lead a rich diverse music community with a tradition of excellent music. The director, in collaboration with a creative team of pastors and other staff, will bring worship themes to life with music. Forming community through music is valued. With a variety of instrumental and vocal ensembles for children, youth and adults, the director will enhance worship with high quality and diverse music. Nativity is a creative and an innovative community with a tradition of excellent music offering a variety of worship styles and musical genres.

Essential Functions:

- Nurture and grow the music ministry, with an emphasis on increased opportunities for our children, young adults and families
- Plan and coordinate music for all worship throughout the year including Christmas Eve, Christmas Day, Ash Wednesday, mid-week Lenten services, Maundy Thursday, Good Friday, Thanksgiving Eve, and other worship as needed.
- Communicate information efficiently and effectively so that the mission of the congregation will be enhanced
- Actively recruit volunteers for and oversee all choirs and ensembles
- Direct and rehearse all choirs and ensembles, including instrumental ensembles as needed
- Oversee music ministry staff, paid and volunteer and music ministry budget.
- Actively participate in the life of the community
- Arrange special musical events, i.e. concert series, actively seeking opportunities to create or host relevant and engaging musical performances and workshops

Other Responsibilities:

- Assist with other programs using music as requested
- Participate in staff meetings, retreats and workshops with pastors and other staff
- Maintain professional competence thru continuing education activities
- Oversee the legal and ethical purchase and reporting of music (Proper licenses obtained)
- Manage the musical instrument maintenance: organ, pianos and percussive instruments

- Maintain and organize areas designated for musical performance so that worship is enhanced
- Maintain music library
- Perform other duties as requested

Minimum Qualifications:

- A follower of Jesus who supports the Vision, Mission, and Values of Nativity Lutheran Church
- Familiar with Lutheran liturgy, theology and traditions.
- Bachelor's degree from an accredited four-year college or university in music or equivalent experience
- Competent musician and soloist, ideal if competent as a pianist and/or organist
- Proficient in the use of computer/IT and media technology
- A minimum of 5 years' experience in a large congregation
- Values spiritual growth

Physical Requirements:

- Able to play and direct as part of 4 worship hours per weekend
- Speak in a public or large group setting
- Able to move equipment up to 50 pounds

Core Competencies

- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Professional ability.** Operates from established competence, a sense of calling and pride in one's work. Seeks vocational growth through training, continual education and

networking with other practitioners yearly. Works with maturity, respect and purpose to fulfill the greater good of the mission of the church.

- **Hospitality/Accessibility:** Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Motivating Others:** Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.
- **Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it;
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.