Director of Music Ministry
Community Lutheran Church
21014 Whitfield Place, Sterling, VA 20165

Reports to: Pastor(s)
Status: Full-Time
FLSA: Exempt

Job Summary:
The Director of Music Ministry serves, supports, and enhances the music program for worship and worship-related activities for Community Lutheran Church (hereafter referred to as CLC), and serves through the support of the Pastor(s), Staff Personnel, Council Ministries, Church Membership. This position is full time and will include 6 paid holidays and sick/vacation leave. The Director of Music Ministry will contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission. Primary responsibilities of this role are to serve CLC in the support of music ministries that enhance the musical and spiritual life of the congregation through:

- **Worship**: enriching the worship experience for the congregation, contributing to its spiritual life and leadership by conducting ensembles, arranging for soloists and guest musicians, liturgy selection/creation and worship development, emphasizing these gifts as musical offerings, rather than performances;
- **Education**: developing a variety of music and fine arts educational offerings to improve the lives of CLC members and the greater community;
- **Involvement and Outreach**: growing the music ministry of CLC through additional involvement in existing groups, as well as looking for opportunities to expand musical offerings and ensembles.

Essential Functions:

- Oversee selection of appropriate music for all worship services including, but not limited to, special services during Holy Week (Maundy Thursday, Good Friday, Easter Vigil), midweek Lenten services, Ash Wednesday, Reformation Sunday, Advent and Christmas Eve/Christmas.
- Direct and rehearse:
    - **The Chancel Choir** (a traditional / blended choir) which sings most Sundays during a 9-month season;
    - **Handbell choirs**, ideally beginner and advanced, which play monthly throughout the church year
    - **Inspire Choir**, an instrumental and vocal contemporary ensemble comprised of Middle School and High Age students. They play monthly throughout the year
    - **Children's Choir**, a choir that teaches the fundamentals of music reading, vocal technique, and ensemble singing for elementary age students that range from emerging readers to 5th grade students.
    - **Joyful Noise**, a beginning preschool age choir that introduces young singers and their families to music through the use of easy songs, instruments, and stories to make music more accessible and fun.

- Lead The Sunrise Sing Along with volunteers once a month at Sunrise Senior Center in Sterling, VA
- Facilitate leadership of musical offerings during Sunday School and Vacation Bible School.
- Arrange for summer musical offerings including soloists and small ensembles.
- Promote opportunities to encourage musical offerings for the larger community throughout the year.
- Facilitate musical educational opportunities for the members of CLC outside of the normal rehearsal schedule.
- Select all hymns and service music appropriate to the liturgical Sundays and seasons, in collaboration and coordination with the pastoral staff.
- Attend all regularly scheduled meetings of the CLC staff.
- Serve as an ex-officio member of the Worship and Music Ministry Team, attend ministry team meetings, and provide guidance whenever possible. Assist with the development of the Worship and Music Ministry budget each fiscal year.
- Foster meaningful relationships and collaborations with artists and ensembles in the greater metropolitan area.
- Recruit and train lay members and musicians to assist in the development of new musical and fine arts offerings in the church.
- Spend time each week in score study, practice, and curriculum development.
- Engage in continuing education throughout the year.
- Arrange for a substitute organist when needed.
- Supervise and confer with staff organist/accompanist(s), musicians, and lay musical directors/apprentices (as necessary).
- Engage in regular meetings to ensure the success and progress of music programming in the church.
- Develop and maintain schedules for all musical groups for rehearsals, service dates, etc. Coordinate all schedules with office administrator, pastor(s), and Christian Education as needed.
- Be available and prepare for weddings and funerals

Other Responsibilities:

- Maintain (or oversee) the choral and instrumental music library.
- Oversee maintenance of church musical instruments.
- Submit /requests for expenditures for approval in accordance with the CLC Financial/Accounting Policy.

Minimum Qualifications:

- Bachelor's degree in music or equivalent experience is required.
- Piano and/or organ skill sufficient for rehearsals and services is desirable.
- Technical skill and experience as a conductor and teacher.
- Proficiency in a variety of musical and worship styles.
- Knowledge of the history of Christian Church music and a familiarity with the liturgical calendar.
- Strong organizational and time management skills.
- Ability to maintain a positive and professional attitude.

- Spiritual maturity and willingness to participate in the CLC worship community.

Physical Requirements:

- Ability to provide direction to choral groups/ensembles.
- No lifting required over 30 lbs.

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.

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.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Worship Leadership: Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Motivating & Developing Others: Creates a climate in which people want to do their best and use their gifts; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her contribution is important. Provides others with challenging and stretching tasks; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.