

**Position Description – Director of Music Ministries**

**Position Overview**

The Director of Music Ministries will direct and support the various music programs of the congregation. He or she will also provide opportunities for increased leadership, planning, support, and involvement of all people in the worship life of our congregation. The Director of Music Ministries is responsible for advising and providing guidance to all facets of the Music and Worship program at St. John’s.

**Position Reports to:**

The Pastor

**Position Responsibilities**

The Director of Music Ministries will work with the Pastor and the Worship and Music Committee in developing and supporting the Music programs for the Church.

**Recurring Duties**

1. Provide music and leadership for weekly worship services, appropriate for use in

the liturgical Lutheran worship service.

1. Work with the Pastor and Worship and Music Committee to choose hymns and worship settings for use in the services corresponding to the various church seasons and special emphases.
2. Provide music and leadership for additional special and seasonal worship

services.

 (See annex for current worship service schedules – subject to changes.)

2. Direct the choirs and musical groups of St. John’s during special worship seasons and for special occasions. Lead rehearsals with groups as needed. Plan anthems and accompany the groups during rehearsals and worship services. Inspire people to join various choirs and be able to teach and train voices and bell techniques.

3. Coordinate additional musicians to enhance the worship service (e.g. Instrumental, vocal, or any combination thereof).

4. Curate and organize the congregation’s music library, its instruments, and other assets which support the music programs. Arrange for appropriate maintenance and tuning of instruments.

5. Purchase music assets and services with regard to St. John’s budget guidelines.

6. Other music and worship related duties as assigned.

**Event-Related Duties**

1. Provide music for weddings and funerals held within the church. If unavailable,

then the Director shall assist the pastor to arrange for a substitute musician. The Director or the substitute musician will be compensated for services rendered by the families requesting these services.

1. Availability for other events as requested.

**Professional Development**

1. The Director of Music Ministries shall be encouraged to remain current on issues

and topics related to sacred music, particularly Lutheran music and worship. Participation in staff development opportunities and reimbursement shall be approved by the Church Council upon the recommendation of the Worship and Music Committee.

**Conditions of Employment-Job Requirements**

1. The Director of Music reports directly to the Pastor with “dotted line” responsibility

Worship and Music Committee, and to Church Council.

1. Participation in Worship and Music Committee and other ad-hoc committees.
2. It is also expected that he/she maintains an open, cooperative, and professional relationship with the church staff and congregational members.
3. The Director of Music is a part time employee of St. John’s Lutheran Church. Hours

will fluctuate based on certain seasons of the year. Four weeks of vacation allowed to be scheduled at mutual convenience

**Qualifications**

1. A seasoned and experienced music professional who demonstrates proficiency

In playing organ, piano, keyboard, leading vocal groups, and employs creativity in worship.

1. A versatile musician, competent in a wide range of musical styles, and capable of

supporting expansion and alternative worship formats.

1. Strong interpersonal skills. Able to collaborate with various individuals and groups

and inspire growth in musical skills in others.

1. Demonstrated ability to teach vocal and instrumental music.
2. Strong leadership skills needed to coordinate a diverse music program.

This document should be reviewed annually in consultation with the Pastor and the Worship and Music Committee:

1. The performance of The Director of Music

2. New or obsolete expectations to be added or deleted

3. The number of hours The Director of Music needs to complete the above duties and responsibilities.

Physical Demands: No special demands.

Work Environment: This position includes work in the church office areas, worship space, chapel, and related areas.

**Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by those holding the position. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**St. John’s Lutheran Church Worship Services Schedule requiring Music**

 **(as of September 2025)**

**September 14, 2025 through June 21, 2026**

Sundays at 9AM

 Sundays at 11 AM

 \*Exceptions

 September 13, 2025 – Combined Service at 10 AM. (Rally Day)

 October 5, 2025 – Combined Service at 10 AM (Pastor’s Installation at 2:30 PM)

 November 9, 2025 – Combined Service at 10 AM (Anniversary Service)

 Special Services

 Christmas Eve, December 24, 2025 – 5PM and 8PM

 Christmas Day, December 25, 2025 – 10AM

 Epiphany, January 6, 2025 – 7PM

 Ash Wednesday – February 18, 2026 – Noon and 7PM

 Wednesdays during Lent – 7PM

 February 25, 2026

 March 4, 2026

 March 11, 2026

 March 18, 2026

 March 25, 2026

 Maundy Thursday – April 2, 2026 – 7PM

 Good Friday – April 3, 2026 – 7PM

 Easter Vigil – April 4, 2026 – 7PM

 Easter Sunrise Service – April 5, 2026 – 7 AM

 Ascension Thursday – May 14, 2026 – 7PM

**June 27, 2026 – September 6, 2026**

Saturdays at 5:30 PM

 Sundays at 9:30 AM

**\*\*Additional exceptions may be added and dates/times changed with appropriate notice given.**

