

## **Job Description for Director of Music Ministries**

**Advent Lutheran Church  
2504 Broadway at 93rd Street  
New York, NY 10025  
MAY 2021 UPDATED**

**Position: Director of Music Ministries**

**Part-Time Salaried (est. 15-20 hours/week) @ \$26,500 per year, negotiable based on experience**

**Primary Responsibilities:**

- **Accompany and lead music for 2+ Sunday worship services, from the piano or organ**
- **Collaborate with Music Staff to creatively plan and curate musical worship life of the congregation**

**Interested candidates should submit a cover letter describing their interest in and suitability for the position, along with a resume, to [pastor@adventnyc.org](mailto:pastor@adventnyc.org). Please, no phone calls. Successful candidates will be contacted for an interview. Advent is an Equal Opportunity Employer.**

**Job Description:** The Director of Music Ministries will work in collaboration with pastors, lay leaders and staff to support the fulfillment of Advent's [mission](#) and [guiding principles](#). Music is an essential element in the ministry of Advent Lutheran Church. All who attend a service should find that music increases their feeling of participation in worship and their expression of love for God. Highlighting a variety of composers and hymns from diverse backgrounds, worship music has the opportunity to tell the complex and always-evolving story of faith. The Director of Music Ministries will work in collaboration with the music staff of Advent and curate the overall music ministry, with an appreciation for traditional and contemporary musical styles providing an appropriate musical atmosphere that achieves these goals.

**About Advent Lutheran Church:** Advent believes that all people are invited to experience and live out God's love. Music plays an integral part in our faith expression, serving as a driving force in our liturgical practices. The congregation loves to sing! Advent Lutheran is exploring ways to combine worship elements from the congregation's English speaking and Spanish speaking traditions. We are fortunate to have many talented musicians in the congregation, open to the breadth and depth of musical expression; living in New York City, we also have the opportunity to bring in amazing musicians from the community, fostering partnerships and creative collaborations. Advent is an open and affirming congregation of the Evangelical Lutheran Church in America (ELCA).

**Accountability:** The Senior Pastor will supervise this position and conduct an annual review in collaboration with the Personnel Committee.

**Education and Experience:**

This position requires a demonstrated ability to lead worship from the piano and organ; previous experience as a church accompanist; knowledge of the liturgy and Christian worship practices; and the ability to work with amateur singers and musicians (experience as a choral conductor a plus). Ability to accompany Spanish-language worship services, Spanish-speaking a plus. BA/BM in music, or equivalent musical training and professional experience, required.

**Responsibilities: The Director of Music Ministries will:**

1. Treat others with respect and professionalism in all interactions.
2. Use their musical gifts to create an atmosphere of inclusion and welcome in keeping with the message and example of Jesus Christ.
3. Guide the music ministry of this congregation, planning the schedule for all musical elements in worship, in conjunction with other staff.
4. Lead the community's sung worship from the piano and organ at 2-3 Sunday services
5. Select, practice and present suitable musical selections at the appropriate places in services played, including prelude and postlude.
6. Actively engage as part of shared leadership, with other music staff, for a periodic casual pick-up choir.
7. Accompany the Advent Chorale in Sunday performance, when needed and scheduled to play that service.
8. Work, in conjunction with other music staff, to encourage and recruit musicians, from both the congregation and community, to present selections in worship. Establish a presence in the congregation and community that supports and enables such encouragement and recruitment.
9. Lead, participate in, or delegate to an appropriate member of the music staff regularly scheduled special worship services, including Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Christmas Eve, and Christmas Day.
10. Submit a budget, in collaboration with music staff, for sheet music, guest artists, and supplies each fiscal year, and ensure the music ministry's expenditures remain within the approved budget.
11. Oversee the maintenance and organization of the congregation's music library and ensure ensemble directors provide a suitable number of legal copies of music needed for performance.
12. Play weddings and funerals, as available, which will be compensated by the family at \$350 a service. This responsibility may be shared with other music staff. Should no suitable member of Advent's music staff be available to play, refer appropriate substitute(s).
13. Oversee organ maintenance, and communicate with music staff regarding piano maintenance, as needed. Communicate with Council and church administrator regarding maintenance needs and budgeting related to instruments.
14. Communicate regularly with Senior Pastor, Building Administrator, and other staff as needed. Attend staff meetings.
15. Prepare the Annual Report of the music ministry, in consult with music staff, for the annual congregational meeting.
16. For vacation dates locate and prepare a qualified substitute, within budget. Vacation dates should be planned in conjunction with the other Advent music staff to ensure appropriate coverage at worship. Advent staff musicians receive additional compensation of \$180 per service when covering the vacation time of another Advent staff member. If no Advent

staff member is available, the music minister will secure an outside qualified supply at the rate of \$180 per service.

**Additional Information**

1. Two weeks paid vacation; vacations to be taken in week-long increments (Monday to Sunday), subject to approval by Pastor.
2. Advent will budget and/or provide for music and instruments, as necessary.
3. Advent may recommend training relevant to the position.

**Information on copyright and ownership.** Any work that the Employee composes for use at Advent will not be considered a "work for hire" and, as between Advent and the musician, the employee musician will retain the copyright to their original works, regardless of whether the composition, creation, arrangement, or modification was done during the term of this contract and/or at the Advent's direction.

**Required professional and personal experiences and characteristics:**

1. Genuine interest in music from a variety of cultures and styles.
2. Ability to lead worship from piano and/or organ.
3. Experience leading Christian worship.
4. Willingness and openness to collaborate with colleagues.
5. Commitment to healthy communication channels.
6. Attention to detail.
7. Self-motivation and self-starter leadership qualities.
8. An openness to and engagement of a spirit of creativity.
9. Spanish language proficiency a plus.