

**GRACE LUTHERAN CHURCH**  
**Saint Paul, Minnesota**

**Number: 5.2.6**  
**Effective Date: 9/18/2021**

## **JOB DESCRIPTION**

**Title of Position: Director of Music Ministries (approximately 10 hr/wk)**

### **Summary of Position:**

**Provide leadership and direction of the Sanctuary Choir, the Bells of Grace, and other ensembles and soloists of Grace Lutheran Church as they participate in worship and other events. This position is also concerned with outreach and connection to the community where Grace is located.**

### **Supervision:**

**Ultimate authority—Congregation Council acting on behalf of the Congregation.**

**General guidance and direction—Worship and Music Committee**

**Day to day supervision—Pastor**

### **Major Job Tasks:**

- 1. Prepare, schedule and rehearse the Sanctuary Choir and Bells of Grace and additional ensembles for their participation in worship, arranging music for instruments or vocals as needed. This would include selected regular Sunday worship services and other special church services or events as scheduled by the Worship and Music Committee and /or Pastor.**
- 2. Work in partnership with the Pastor, other choir directors, the organist and Worship and Music Committee in planning services.**

- 3. Select appropriate music for the Choir with regard to lectionary texts, Lutheran theology and a variety of styles and levels of difficulty.**
- 4. Present titles of selected planned anthems to the Organist or accompanist two to four weeks prior to rehearsal by the Choir, and to the church office by the required deadline preceding performance for inclusion in service bulletins.**
- 5. Attend and participate in Worship and Music Committee meetings and Hymn Planning sessions.**
- 6. Create and enhance worship experiences as reflected in the weekly bulletins and special events of the church.**
- 7. Open outreach to the community such as; through a connection with the nearby high schools for partnerships, summer music camp, summer theater camp, community choir, band or orchestra, or occasional invitations for neighbors and other groups to join the music ministry for special events.**
- 8. Do a weekly check-in with the Pastor regarding worship, bulletins, and the life of the church that could be enhanced through the music ministry.**
- 9. Organize and oversee the storage and inventory of all Choir music, robes and instruments.**
- 10. Purchase music and music supplies for the Sanctuary Choir and Bells of Grace program with prior approval by the Worship and Music Committee as its budget allows, and promptly provide invoices to the Committee Chairperson for payment approval.**
- 11. Find a substitute for absences and inform the Pastor in the event of your absence, planned or unplanned, and inform the Pastor.**

- 12. Attend church music conferences, camps, institutes or worship workshops with reimbursement in advance when approved in advance by the Worship and Music Committee as its budget allows.**
- 13. Provide thirty days advance notice of intent to terminate employment with Grace, if possible.**

**Required Education/Knowledge, Skills and Abilities:**

- 1. College graduate with a minimum of three years knowledge and experience in the field. Strong communication skills, including social and organizational skills. Use of Internet and computer skills are strongly recommended.**
- 2. Ability to meet, greet and invite people in a pleasant manner in person, over the telephone, and by email. Must speak and understand English and possess good listening skills as well as the ability to maintain confidentiality.**

**Work Environment:**

**Work is performed primarily in a building with appropriate heating, cooling and lighting.**