

# JOB PROFILE

**Position Title:** Director of Worship and Music

**Date Prepared:** June 19, 2009

**Report To (Title):** Pastor

*The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. This document may be amended at any time with or without notice.*

## **I. Purpose of Position**

*What is the primary purpose of the job – why the job exists and its general functions and responsibilities? Summarize in one or two sentences.*

The Director of Worship & Music is the primary person responsible to perform and coordinate the worship and music ministry of the church. This is a part-time, 20 hours per week position.

## **II. Essential Job Functions**

*Describe the major functions and responsibilities for which the position is accountable.*

1. Manage and supervise the direction of the various adult, youth and children's church choirs, including the scheduling of worship teams, choirs, and other music teams that participate in worship.
2. Demonstrate and articulate an appreciation for a variety of Christ-centered, inspiring worship styles.
3. Lead and/or facilitate the leadership of, Sunday and other worship services (e.g. Midweek Advent and Lenten services) on the piano/keyboard/organ, and develop other musicians to serve in this capacity. Contact and arrange for other special musicians or substitutes as circumstances arise or as needed.
4. Perform short-term and long-term planning of music needed throughout the church year, working in conjunction with the senior pastor and worship planning team.
5. Work with the senior pastor and worship planning team to facilitate the planning of worship. Oversee the development and production of weekly and special worship bulletins, as well as multi-media worship aids (Powerpoint slides).
6. Facilitate the ongoing development of worship teams for all worship services, including vocalists, instrumentalists and sound technicians who serve together on a regularly scheduled basis.
7. Provide and/or coordinate other special musical leadership as needed (i.e. weddings, funerals, VBS, nursing homes visits, ...)
8. Determine and submit annual budgets for the worship and music program and administer the expenditures of the budget. Encourage new and existing members to develop musical skills for use in the worship services and activities of the church, conducting practice sessions with members in preparation of performing during a worship service.
9. Maintain the music library, including the acquisition of new music and collections of music. Oversee the maintenance of all instruments (e.g. organ, pianos, keyboards, drums, hand bells, etc.), working with the technical arts team to maintain and run the multimedia equipment.
10. Attend weekly staff meetings
11. Visibly demonstrate a lifestyle and approach that is consistent with Christian discipleship.

### III. Skills and Qualifications

1. Understands his/her ministry as a call to service in the Christian church.
2. Demonstrated leadership and recruitment skills.
3. Demonstrated skill and competence on the keyboard/piano and a working knowledge of other instruments used in worship (i.e. organ, drums, guitar, flute, etc).
4. Competency and experience directing and engaging choirs and worship teams of all age groups.
5. An ability to work well wit others and participate collegially with pastors, other staff members and congregational leaders and servants.
6. Knowledge and experience in Lutheran theology, worship practices and appropriate use of music in worship.

### IV Competencies

*Describe the technical or functional skills, knowledge and behaviors (relating to the "Essential Job Functions") **required** for successful job performance. Also, indicate the level of proficiency required.*

| <b>Proficiency Scale</b>      |   |
|-------------------------------|---|
| <b>Basic:</b>                 | <i>Knowledge of routine concepts, practices and procedures used to apply this competency.</i>                                       |
| <b>Proficient:</b>            | <i>Able to independently apply this competency in routine and more complex situations.</i>  |
| <b>Specialist:</b>            | <i>Knowledge and application of the most advanced concepts, practices and procedures to handle complex competency applications.</i> |
| <b>Expert/<br/>Authority:</b> | <i>Sought out as technical expert or strategic leader in this competency area.</i>  |

|   |                                |  |  |   |
|---|--------------------------------|--|--|---|
| (1) Ability play the piano, organ and other musical instruments                             | <input type="checkbox"/> Basic | <input type="checkbox"/> Proficient            | <input checked="" type="checkbox"/> Specialist | <input type="checkbox"/> Expert/<br>Authority |
| (2) Ability to provide musical direction to individuals and groups                          | <input type="checkbox"/> Basic | <input type="checkbox"/> Proficient            | <input checked="" type="checkbox"/> Specialist | <input type="checkbox"/> Expert/<br>Authority |
| (3) Ability to work independently; self-motivated   | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Proficient | <input type="checkbox"/> Specialist            | <input type="checkbox"/> Expert/<br>Authority |
| (4) Enthusiastic & positive attitude  | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Proficient | <input type="checkbox"/> Specialist            | <input type="checkbox"/> Expert/<br>Authority |
| (5) Demonstrate professionalism, responsible behavior, poise, flexibility & mature judgment | <input type="checkbox"/> Basic | <input type="checkbox"/> Proficient            | <input checked="" type="checkbox"/> Specialist | <input type="checkbox"/> Expert/<br>Authority |
| (6) Provide leadership  | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Proficient | <input type="checkbox"/> Specialist            | <input type="checkbox"/> Expert/<br>Authority |
| (7) Teamwork with others providing musical knowledge  | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Proficient | <input type="checkbox"/> Specialist            | <input type="checkbox"/> Expert/<br>Authority |

**IV. Education/Experience**

|   |   |
|---|---|
| <input type="checkbox"/> Vocational/Technical Training                                    | <input type="checkbox"/> High School Diploma or GED |
| <input checked="" type="checkbox"/> Bachelor's Degree or equivalent preferred             | <input type="checkbox"/> Associate's Degree         |
| <input type="checkbox"/> List any licenses or certifications <b>required</b> for the job: | Other:  |

What level of experience is required to be qualified to ENTER the job?

|   |
|---|
| <input type="checkbox"/> Entry Level (no experience necessary)                    |
| <input type="checkbox"/> Early Career (generally 0-4 years of experience)         |
| <input checked="" type="checkbox"/> Middle Career (5-10 years of experience)      |
| <input type="checkbox"/> Late Career (generally more than 10 years of experience) |

**V. Supervision**

- *List titles of jobs that report to this position:*

|      |
|------|
| none |
|------|

**VI. Review**

|   |       |           |
|---|-------|-----------|
| <b>Completed By:</b> <u>Pastor Will Stenke</u><br>Print Name      | _____ | Signature |
| <b>Approved By:</b> <u>HSLC Personnel Committee</u><br>Print Name | _____ | Signature |

# Physical/Mental Abilities and Working Conditions

Check the box preceding each functional requirement and each environmental factor that are necessary in performing the essential functions of the job title listed above:

## Functional Requirements:

- Lifting (0-15 lbs) (16-44 lbs) (45+lbs)
- Carrying (0-15 lbs) (16-44 lbs) (45+ lbs)
- Pulling (\_\_\_\_ hours)
- Pushing (\_\_\_\_ hours)
- Walking (\_\_\_\_ hours)
- Standing (\_\_\_\_ hours)
- Crawling (\_\_\_\_ hours)
- Kneeling (\_\_\_\_ hours)
- Repeated Bending (\_\_\_\_ hours)
- Climbing (\_\_\_\_ hours)
- Traveling (\_\_\_\_ hours)
- Reaching above shoulders.
- Both hands required.
- Both legs required.
- Use of fingers.
- Near vision.
- Far vision.
- Specific visual requirement (specify)
- Ability to distinguish colors.

## Environmental Conditions:

- Works: (outside) (outside & inside)
- Exposed to: (excessive heat) (excessive cold)
- Excessive: (humidity) (dampness) (chilling)
- Excessive noise.
- Constant noise.
- Dust
- Radioactive materials
- Infectious patient elements or specimens
- Hazardous materials
- Odorous chemicals
- Steam
- Fumes, smoke or gas
- Solvents
- Grease and oils
- Radiant energy
- Electric energy
- Slippery or uneven walking surfaces
- Working around machinery with moving parts
- Working around moving objects or vehicles

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ability to distinguish shades of color. | <input type="checkbox"/> Working on ladders or scaffolding          |
| <input checked="" type="checkbox"/> Hearing (aid permitted)                 | <input type="checkbox"/> Working with hands in water                |
| <input type="checkbox"/> Hearing without aid.                               | <input type="checkbox"/> Vibration                                  |
| <input type="checkbox"/> Specific hearing requirement (specify)             | <input checked="" type="checkbox"/> Working closely with others     |
| <input type="checkbox"/> Ability to sit for long periods of time.           | <input checked="" type="checkbox"/> Working alone                   |
| <input checked="" type="checkbox"/> Ability to make notes/write.            | <input checked="" type="checkbox"/> Irregular hours/rotating shifts |
|   | <input checked="" type="checkbox"/> Working weekends                |
|   | <input type="checkbox"/> Subject to unusual fatigue (explain)       |

### **Mental Abilities**

Ability to concentrate for long periods of time.      Comments:

Ability to communicate concisely and understandably.

Ability to shift priorities readily.

Ability to ask questions to gather information.

Ability to access circumstances/info and make sound decisions.

Ability to receive negative or emotion-laden feedback without reacting negatively or emotion.

Ability to access procedures and follow them.

Ability to work with minimal supervision and maintain a high degree of productivity.

Emotional and mental stability.