



Immanuel, Washington

Director of Music

Ministry Supervision:

This ministry position will be under the joint supervision of the School administrator and the Senior Pastor. Decisions related to the school ministry will be answered and supervised by the School administrator. Decisions related to the congregation's ministry of worship will be answered and supervised by the Pastor. Team meetings of the Pastors and the School Administrator, will be held weekly to coordinate and develop the total music ministry at Immanuel.

Ministry Summary:

This ministry position is to provide leadership and development of the Congregation and the School Music Ministry. Leadership and development is to include both vocal and instrumental music. This ministry position involves the recruitment, training, and supervising of volunteers and staff who participate in the Music Ministry. This ministry position will be involved in the planning of worship services, the facilitating of musical instruction in the school, and the scheduling of special musical events in both the congregation and the school all to give glory to God and share His Good News. This position will have musical oversight of all age groups.

Ministry Skills Needed (or Needed to be Developed):

- Accomplished in leading traditional styles of music.
- Able to recruit, train, and motivate volunteers to participate in the music ministry as well as other leaders to assist in the development of the program. Able also to bring spiritual edification to all volunteers and leaders in their service.
- Able to develop the voices of children and adults and blend those voices into a harmonious song of praise to God.

Ministry Duties:

- Seek to improve and expand the congregation's music ministry.
- Provide musical leadership for all worship services and special occasion services while developing and encouraging others with musical skills to be involved in leading worship.
- Be responsible for development of choirs and instrumental groups.

- Have responsibility for all choirs, vocal groups, bell choirs, instrumentalists, soloists, bands, etc. Serve as a resource person to all directors and music teachers.
- Be responsible for recruitment, training, and guidance of all music directors (volunteers) as well as recruitment of participants in the various music groups.
- Coordinate the purchase and maintain an inventory of music, supplies, materials, and equipment.
- Coordinate the maintenance, repair, and storage of all music paraphernalia.
- Work with the pastors in the selection and coordination of appropriate hymns and choral selections for all worship services, chapel, and special programs.
- Coordinate and teach music in the day school in a limited fashion as directed by the Board of Education
- Organize, prepare, and publish a music schedule for the church and school
- Maintain good communication lines within the church, school, and other agencies.
- Develop and administer a music budget under the guidance of the Board of Directors and the School Board.
- Communicate with the Pastor or School Administrator in the event of the following occurrences:
 - to change adopted and published schedules.
 - to request expenditures beyond annual budget
 - to solicit additional funds for the music program.
 - scheduling music activities outside the church and or school,
 - accepting unsolicited gifts and donations for the music ministry,
 - developing new choirs and or music groups, and
 - assigning directors or leaders for choral and musical groups.

Requirements to Fulfill this Ministry Position:

- A Bachelor or Master’s Degree from one of our Synodical Schools, with music emphasis and/or three or more years of experience in the music administration with an eagerness to learn our Lutheran musical traditions.
- Candidate has a thorough knowledge of Lutheran music and worship that is in harmony with Lutheran doctrine.
- Agreement with our congregation’s philosophy of ministry and a desire to be part of a disciple making ministry.
- Ability to communicate and work effectively with children, youth, and adults.
- Proficiency in organ, piano and conducting.