

**Trinity Lutheran Church, Springfield**  
**Director of Parish Music**

**Skills and Qualifications**

1. Alignment with our core values of:
  - Faithfulness to God’s Word
  - Integrity
  - Compassion
  - Family focused
  - Engagement in Service
  - Welcoming to all people
  - Fiscal responsibility
  - Stewardship
2. Bachelor’s Degree in church music or music education or equivalent training.
3. Proficiency and experience as a choir director.
4. Proficiency as an organist and pianist.
5. Working knowledge of other instruments commonly used in worship.
6. Knowledge of Lutheran theology and liturgy, and an understanding of how to effectively program music which enhances and emphasizes this theology.
7. Strong leadership, supervision, communication, and time management skills.
8. Ability to work well with others and participate collegially with pastors, staff members, and congregational leaders.

**Responsibilities**

The Director of Parish Music is directly accountable to the Senior Pastor and to the Board of Elders. The Director of Parish Music will serve as administrator of the music ministry including:

1. Assist the pastors in worship planning and regularly communicate with them.
2. Perform at all worship services, weddings, and funerals.

3. Exercise oversight and supervision of all established Trinity adult and children's choirs and other musical groups such as bell choir:
  - Recruit members for all levels of choirs.
  - Conduct the senior choir and other groups personally and recruit and assign conductors for other groups when necessary.
  - Accompany musical solos and groups or assign accompanists as necessary for groups or performances.
  - Plan, schedule and coordinate music for worship services, special programs, and other events at Trinity where music is utilized.
  - Recruit and/or employ any special instrumental music which might be utilized in worship. Encourage Trinity members and youth to use and develop their gifts and abilities.
  - Plan and oversee special musical events such as Christmas Cantata, Children's Christmas Program, Easter Program or others.
  - Select, order, store and preserve all music resources, observing necessary copyright and licensing requirements.
4. Oversee the integration of music and worship in other areas of ministry, including Sunday School and Vacation Bible School.
5. Serve as the official liaison between Trinity and other congregations for joint worship services that include music.
6. Develop specific goals for the coming year. Attend staff meetings and work with the Worship and Music Committee or other congregational committees for short- and long-term planning.
7. Prepare, oversee and submit an annual budget for the music program and administrate the expenditures of the approved budget in consultation with other program staff.
8. Regularly attend Church Council and Congregational Assembly meetings and report on activities related to the music ministry program.
9. Actively participate in divine services, bible classes, and other church related activities as a communicant member of Trinity Lutheran Church.
10. Other duties as assigned.